DOCUMENT RESUME

ED 125 364 HE 007 422

TITLE	Frostburg State College Faculty Handbook, 1975-1976.
INSTITUTION	Frostburg State Coll., Md.
PUB DATE	75
NOTE	196p.
EDRS PRICE	MF-$0.83 HC-$10.03 Plus Postage.
DESCRIPTORS	Academic Freedom; Academic Standards; Administrative Organization; *Administrative Policy; Affirmative Action; Ancillary Services; *College Faculty; Committees; Faculty Promotion; Fringe Benefits; Governance; *Higher Education; Job Tenure; Leave of Absence; *Personnel Policy; *State Colleges; Teacher Responsibility
IDENTIFIERS	*Faculty Handbooks; Frostburg State College

ABSTRACT

The 1975 handbook describes faculty personnel policies, college services, and administrative and academic policies and procedures established by the Board of Trustees and by the college administration, faculty, and forum. It also contains general information of interest to the faculty. The school's history and organization is outlined, including administrative and collegial organization, faculty assembly, and student organization. Personnel policies and procedures deal with academic freedom, appointment, faculty evaluation, reappointment, salaries, promotion and tenure, academic rank, leaves, and resignations. Fringe benefits, affirmative action programs, and specific college services are also described. Sixteen related appendices are included. (LBH)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED125364

FROSTBURG STATE COLLEGE

FACULTY HANDBOOK

1975 - 1976

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

HE 007 422

FOREWORD

The *Faculty Handbook* describes faculty personnel policies, College services, and administrative and academic policies and procedures established by the Board of Trustees and by the College administration, faculty, and Forum. The *Handbook* also contains general information of interest to the faculty.

All policies and procedures, to be effective, should be responsive to changing conditions and philosophies. Individual faculty members or faculty groups are invited to submit suggestions and recommendations which might improve the functioning of the College.

I would welcome any questions, comments or recommendations concerning the content and organization of the *Faculty Handbook*.

Kenneth Jablon
Vice President and
Dean of the College

Summer, 1975

TABLE OF CONTENTS

Page

Foreword

Part I - HISTORY AND ORGANIZATION

History 1
Administrative Organization
    State Level 1
    College Level 4
Collegial Organization 5
Faculty Assembly 6
Student Organization 6

Part II - PERSONNEL POLICIES AND PROCEDURES

Academic Freedom 7
Appointment 7
Faculty Evaluation 7
Reappointment 9
Salary Increments 9
Promotion 10
Tenure 10
Qualifications for Academic Rank 10
  Qualifications Established by Board of Trustees 10
  College Interpretation of Board Qualifications 12
Leaves 16
  Sabbatical Leave 16
  Leave of Absence 18
  Sick Leave 19
Resignations 19

Part III - ACADEMIC POLICIES AND PROCEDURES

General Policy Statement 20
Attendance 20
Faculty Work Load 22
Auditing 23
Class Schedules 23
Grading System 24
Change of Grades 24
Examinations. 25
Mid-Semester Warnings 25

Part III (continued)

- Dean's List 26
- Graduation with Honors 26
- Graduate and Summer School Teaching 26
- Registration 27
  - Change of Courses 27
  - Changing Curriculum 27
  - Withdrawal from College 27
  - Adding and Withdrawing from Courses 28
- Academic Advising 28
- Office Hours 29
- Academic Dishonesty 29
- Academic Standards 30
- Attendance at Commencement 30
- Faculty Travel and Research 30

Part IV - ADMINISTRATIVE POLICIES AND PROCEDURES

- Affirmative Action Program 32
- Record Keeping and Confidentiality 33
- Use of the College's Name 34
- Public Information 34
- State and College Budget Procedures 35
- Requisition Procedures 38
- Compensation 40
  - Salary Checks 40
  - Deductions 40
- Fringe Benefits 40
  - Retirement and Pensions 40
  - Social Security 41
  - Workmen's Compensation 41
  - Unemployment Insurance 41
  - Medical Insurance 41
  - Death Benefit 42
  - Tax-Sheltered Annuities 42
  - Savings Bonds 42
  - Credit Union 43
- Gifts and Grants 43
- Vacations 44
- Employee Liability 44
- Automobile Liability Insurance Protection . . 45
- Insurance Coverage for Personal Property in College Buildings 45

Part IV (continued)

Draft Information 45
Employee-Family Tuition Waiver 46
Off-Campus Professional Employment 46
Advising Campus Organizations 47

Part V - COLLEGE SERVICES

Scheduling of Events 48
Athletic Activities 49
Counseling Center 49
  Counseling 49
  Testing 50
  Career Library 50
  Study Skills Laboratory 51
  Inservice Training and Research 51
Cultural Activities 51
Data Processing Service 52
Duplicating Service 53
Reproduction of Copyrighted Materials . . . 54
Emergencies 54
Hospital and Medical Services 55
Legal Questions 55
Housing 55
Communication Media Department 55
Library Services 57
  Selection of Library Materials 57
  Ordering Library Materials 58
  Books Ordered for Use in Department
    or Faculty Offices 59
  Use of Library Materials 60
  Reserve Materials 63
Maintenance Services 65
Parking 65
Placement Service 65
Postal Service 66
Secretarial and Student Assistants 66
Student Activities 67
Telephone Calls 67
Testing 67
Textbooks 68
Travel 68
Weekly Calendar of Events 70
State Lines 70

Part VI - APPENDICES

A. Table of Organization A1
B. Faculty Member's Contract B1
C. Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges Under The Jurisdiction of the Board of Trustees of the State Colleges C1
D. Affirmative Action Program D1
E. College Forum Constitution E1
F. Senate Charter F1
G. Committee Charters
  Academic Standards Committee G1
  Admissions Committee G5
  Athletic Activities Committee G8
  Buildings and Grounds Committee G11
  Curriculum Committee G14
  Fiscal Committee G19
  Library Committee G21
  Nominating Committee G23
  Teacher Education Committee G25
  Faculty Senate of the State Colleges of Maryland G29
  Human and Animal Research Subjects Committee G35
H. College Planning Council H1
I. Faculty Assembly Constitution I1
  Faculty Assembly Committee Charters
    Faculty Mediation Committee I5
    Faculty Concerns Committee I8
    Personnel and Grievance Committee . . . I9
    Academic Policy Committee I12
    Economic Benefits Committee I14
    Faculty Hearing Committee I16
    Nominations and Elections Committee . I19
J. Graduate Studies Committee Charter J1
K. Teachers' Retirement System of the State of Maryland K1
L. Blue Cross-Blue Shield Coverage Chart . . . L1
M. How Your Series E Savings Bonds Grow . . . M1
N. Procedures for Processing Special Grant Projects N1
O. Bulk Mail Permit O1
P. Qualifications to Register to Vote in the State of Maryland P1

I. HISTORY AND ORGANIZATION

A. History

The State Normal School at Frostburg was established by an act of the General Assembly in 1898 for the primary purpose of preparing teachers for the public schools. This original purpose has been expanded and modified with the broadening of teacher education programs and with the growing educational needs of the State. Frostburg State College has become a regional institution of broad scope.

Originally a two-year institution for elementary school teachers, the College began a four-year baccalaureate program in 1934, offering the Associate in Arts and Bachelor of Science in Education degrees until 1956. In that year, the baccalaureate degree was changed to Bachelor of Science. In 1958 the College was authorized to offer graduate work leading to the Master of Education degree, and in 1960 the arts and sciences curriculum was increased from two to four years. As a result, the College discontinued the Associate in Arts degree and began offering both the Bachelor of Science and the Bachelor of Arts degrees. In the same year, the teacher education programs were broadened to include the preparation of teachers from kindergarten through twelfth grade. Since 1967, the College has been offering courses in the field of management. In 1971, the College was authorized to offer the degree of M.S.M., Master of Science in Management.

In July, 1963, the State Teachers College at Frostburg became Frostburg State College, and it continues to offer two undergraduate and two graduate degrees mentioned above.

B. Administrative Organization

1. State Level

Frostburg State College is one of several Maryland State Colleges and Universities

(Bowie State College-Bowie; Coppin State College-Baltimore; Frostburg State College-Frostburg; Morgan State College-Baltimore; Salisbury State College-Salisbury; Towson State College-Towson; and the University of Baltimore-Baltimore) governed by the Board of Trustees of the Maryland State Colleges, with offices in the Jeffrey Building, 16 Francis Street, Annapolis, Maryland 21401. By an act of the legislature, in 1975, Morgan State College will become Morgan State University and will be placed under the control of a separate Board of Trustees, effective July 1, 1975.

The Board of Trustees of the State Colleges of Maryland is composed of nine members, eight of whom are appointed to overlapping nine-year terms by the Governor (the ninth member is the State Superintendent of Schools, who serves *ex-officio*). One of the nine members is elected chairman by the Board, and the Board conducts most of its work through two committees: Program and Advance Planning and Finance and Management Faculty and Administration. Meetings of the full Board are held six times each year and Board committees meet as required. The Board staff consists of an Executive Director and various Staff Specialists.

The enabling legislation which created and empowered the Board of Trustees (Maryland Annotated Code, Article 77A, Section 11) vests the governing power of all of the state colleges in the Board, and the governing power of each college in its President. Each President, in turn, has developed for his own college a particular pattern of governance involving the President, administrative officers, the Faculty, and the student body. On January 8, 1968, the Board adopted in principle the joint policy statement on Government of Colleges and Universities prepared by the American Association of University Professors, the American Council on Education, and the Association of Governing

Boards of Universities and Colleges. The Board also stated that each college was to develop a written statement or document relating to the role and scope of the Faculty in the governance of the College. The constitution for the College Forum and the charter for the Senate is included in the Appendix.

In 1969, the Maryland State Colleges Faculty Senate representing the faculties of all the state colleges was organized. The constitution for the Maryland State Colleges Faculty Senate is also included in the Appendix.

In its 1969 session, the General Assembly enacted a bill to establish a Board of Visitors for each of the state colleges. The Board of Visitors is composed of nine members, seven of whom are appointed by the Governor for five-year terms. One of the remaining two is elected annually by the College faculty, and the other is a student chosen annually by the student government. The responsibilities of the Board of Visitors include advising and assisting the President in matters pertaining to College goals, budget, facilities, and community related programs. The Board of Visitors is particularly helpful in assuming leadership for the development of community and private support for the College and in providing consultation for the selection of a new College President when a vacancy occurs at the College.

In general, higher education in Maryland is organized on a tripartite basis: the University of Maryland is governed by its Board of Regents, the Maryland State Colleges by the Board of Trustees described above, and the various community colleges by local boards with policy matters coordinated by a State-wide Board. In addition, St. Mary's College, located in St. Mary's City, is a publicly supported four-year college whose future in the tripartite system has not yet been clearly defined. As previously mentioned, Morgan State University will fall under a separate board in 1975.

The Maryland Council for Higher Education, formerly called the Advisory Council for

Higher Education, exists in an advisory capacity to the Governor. The Council and its staff study, review, and recommend to the Governor changes related to programs and structure in the State's institutions of higher education.

In May, 1975, the Governor received a report from his Commission on the Structure and Governance of Education (also called the Rosenberg Commission) after a two-year study. The report, which can be found in the College Library, calls for a number of substantial revisions in both structure and control of public higher education. The fate of the Commission's recommendations remains to be determined.

2. College Level

The chief administrative officer of the College is the President, who has full responsibility for the conduct of all programs. Reporting to the President directly are four administrative officers responsible for the major programs of the College: the Vice President and Dean of the College, whose responsibility encompasses all academic programs and academic personnel and who serves as second in authority in the President's absence; the Vice President for Student Affairs and Dean of Students, who is responsible for all student personnel services; the Vice President for Business and Financial Affairs, who supervises the operation of the Business Office, the Budget Office, the Personnel Office, plant operation and maintenance and public safety; and the Vice President for Development and Public Relations, who coordinates all fund raising and public relations activities of the College. Also reporting directly to the President are the Director of Minority Affairs, a position created by the Governor in 1969 to assist in the development of effective plans to achieve racial integration on each of the six campuses, and the Director of Institutional Research.

The Administrative organization of the College is delineated in the Appendix. The President meets weekly with the four principal administrative officers and monthly with the entire administrative staff. The Vice Presidents meet as required with their respective staffs.

C. Collegial Organization

The College Forum is the principal decision making body of the College for all matters relating to academic policies. The Forum holds three regular meetings during each academic year: on the second Wednesday of September, February and April. All full-time faculty, professional librarians, members of the Administration, and representative students are members of the College Forum. All members are expected to attend Forum meetings in fulfillment of their normal responsibility to participate in the life and governance of the College.

The Forum operates principally through its executive committee, the Senate, and through a system of standing committees. The composition and responsibilities of the Senate and standing committees are set forth in their respective charters. The permanent and official minutes of the Forum and Senate are on file in the College Library and are open to any member of the Forum. (see Appendix for Forum Constitution and Senate Charter)

The Graduate Faculty consists of all members of the regular Faculty who hold the terminal degree or who hold the rank of associate professor or professor. Meetings of the Graduate Faculty are normally held on the third Wednesday of each month at 4:10 p.m. Special meetings and open meetings are held at the call of the President. The President presides at Graduate Faculty meetings and the Dean of the College presides in the absence of the President. The Graduate Studies Committee reports to the Graduate Faculty.

The Faculty is also organized on a departmental basis. Department heads are appointed for indefinite terms by the President and bear responsibility for recruitment of personnel and general administration of departmental programs and budgets. Department Heads are expected to conduct regular meetings of the department, to consult frequently with members of the department and to involve members in decisions and policies affecting the department. Department Heads meet regularly with the Dean and the President.

D. Faculty Assembly

The Faculty Assembly consists of all members of the full-time teaching faculty and the full-time professional librarians with the President and Dean of the College as associate members. The Assembly is principally concerned with policies relating directly to the faculty, including such matters as professional ethics, appointments, reappointments, dismissals, pay, promotion, and tenure. The Assembly occasionally discusses and may pass resolutions on matters which are under the jurisdiction of the College Forum. (see Appendix for the Faculty Assembly constitution)

E. Student Organization

In January 1971, the student body adopted a constitution which replaces the constitution adopted in May 1969. The current constitution provides for a Student Association, which includes all regularly enrolled students at the College and which is composed of four branches: the Executive Branch, the Legislative Branch, the Judicial Branch, and the College Center Board. A copy of the constitution of the Student Association is available in the Pathfinder, the official student handbook.

II. PERSONNEL POLICIES AND PROCEDURES

A. Academic Freedom

The document, Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges under the Jurisdiction of the Board of Trustees of the State Colleges, -- hereafter referred to as Regulations and Procedures -- contains statements setting forth the position of the Board of Trustees on Academic Freedom. These regulations, as well as the Faculty member's contract, are included in the Appendix.

B. Appointment

All full-time appointments to the Faculty are made by the President subject to the approval of the Board of Trustees. Prospective Faculty members are normally recruited by department heads who normally consult with all members of their department, although the President or the Dean sometimes initiate the search for new members of the Faculty. Department heads are ordinarily consulted concerning the appointment of new Faculty members and their recommendations are normally followed. Department heads are appointed by and serve at the pleasure of the President. In line with current practice, the College follows the policy of open recruitment through advertisement of all vacancies. The Faculty contract runs for ten months, or the normal academic year. Appointments to the Summer Session Faculty are treated separately by the Director of Graduate Studies (for graduate courses) and the Director of Summer School (for undergraduate courses).

C. Faculty Evaluation

Faculty evaluation has as its primary purpose the improvement of the teaching-learning process at the College. In addition, faculty evaluation provides needed input for decisions concerning staff utilization, program priorities, utilization of resources, and for personnel decisions regarding reappointment, salary increments, promotions, and tenure. The system of faculty evaluation, adopted by the Faculty Assembly in the Spring of 1973, calls for evaluation of faculty with respect to teaching, professional characteristics, professional development, department service, and College service.

1. Teaching: Teaching aspects of faculty performance are weighted a minimum of 50% and student evaluations form a meaningful part of the evaluation of teaching. Other methods of evaluating teaching include evaluation of course materials, classroom visitation (optional), and a faculty member's self-statement about teaching goals, philosophy and methods (optional). The results of the various methods of evaluation of teaching are conveyed to, and scrutinized by, the department head or a committee of the department, depending on size, and a composite rating of teaching is established.

2. Other components (i.e. professional characteristics, professional development, department service, and College service): For each of the four components other than the composite teacher rating, the faculty member supplies the raw information on a Personal Data Sheet, which is combined with the information of the department head or department committee, and all the information is then translated into a rating.

   The rating in all five areas is then communicated to the department member, along with pertinent suggestions for the improvement of the faculty member's performance. The department member has the opportunity to discuss the rating with the department head, if he so desires. The rating in the five areas, and a composite rating with supporting statement is then sent to the Dean of the College. If the Dean does not agree with the recommendation of the department head, he will discuss it informally with the head before a final decision is reached. In instances of conflict of opinion, the faculty member, department head, or the Dean of the College may request the Personnel and Grievance Committee of the Faculty Assembly to review the case and make recommendations for resolving the conflict. Ordinarily the faculty member will initiate such a review, either after he has been informed by his department of decisions affecting his interest or after the Dean has relayed such a decision back to the department, but before the President renders a final decision.

The Administration is fully supportive of the new faculty evaluation system. Normally, department heads consult with the full membership of their departments or with a departmental committee regarding appointments, reappointments, promotion and tenure decisions. In all cases, however, final decisions are made by the President of the College.

D. Reappointment

The dates for notice of reappointment are contained in the Regulations and Procedures (see the Appendix). Prior to these dates, department heads recommend to the Dean of the College whether specific Faculty members should be reappointed. Department heads make their recommendations in accordance with the procedures described in the faculty evaluation system outlined in Section II, C. above. After consideration of these recommendations, the Dean recommends reappointment or non-reappointment to the President. The Dean alone recommends to the President the reappointment or non-reappointment of a non-tenured department head. The President, after considering the recommendations of the department head and the Dean, notifies the Faculty member by letter of his reappointment or non-reappointment.

E. Salary Increments

Department heads make their recommendations concerning salary in accordance with the procedures described in the faculty evaluation system outlined in Section II, C, above. The Dean, after consideration of the department heads' recommendations, recommends salary increases to the President. The Dean alone recommends a salary increase or no increase for each department head. The President then determines the salary of each Faculty member in terms of the recommendations submitted and within the limits of the established salary scale and appropriations for the College, and notifies each Faculty member, by letter, of his salary for the next academic year. The Board of Trustees' salary scale is published to the Faculty annually.

F. Promotion

At the time that the Dean of the College requests department heads' recommendations concerning contract renewals or salary increments, department heads are also asked to submit their recommendations for promotion in rank. Department heads make their recommendations in accordance with the procedures described in the faculty evaluation system outlined in Section II, C, above. The Dean, after consideration of those recommendations, recommends promotion or no promotion of eligible Faculty members to the President. The Dean alone recommends to the President a promotion for a department head. The President recommends and the Board of Trustees grants promotions.

G. Tenure

See *Regulations and Procedures* in the Appendix.

H. Qualifications for Academic Rank

The Board of Trustees adopted the *Laws Relating to and Governing Policies and Procedures of the Board of Trustees of the State Colleges of Maryland*. The laws were published in January, 1971. Section VII. C of those laws contains the Board's qualifications or requirements for each of the four academic ranks.

1. Qualifications Established by Board of Trustees

    a. *Professor*

        1. The earned doctorate, or its equivalent. "Equivalent" is interpreted to mean outstanding achievement in teaching, in the arts, music, letters, science, research, or public service.

        2. Five years of full-time college teaching experience. Exceptions may be made for research or comparable professional activity.

3. Excellence in teaching.

4. Evidence of continuing interest in the area of specialization through such activities as research, publication, and participation in the programs of professional societies.

5. Participation in the activities of the academic community such as performing assigned administrative duties, cooperating with colleagues, assuming committee responsibilities, counseling students, and evidencing interest in community relations.

b. Associate Professor

1. The earned doctorate, or its equivalent, as defined in 1, a. above. In unusual circumstances, an individual may be considered if he has completed all academic requirements for the doctorate except for the dissertation.

2. Three years of full-time college teaching experience.

3. Excellence in teaching.

4. Evidence of continuing interest in the area of specialization through such activities as research, publication, and participation in the programs of professional societies.

5. Participation in the activities of the academic community such as performing assigned administrative duties, cooperating with colleagues, assuming committee responsibilities, counseling students, and evidencing interest in community relations.

c. Assistant Professor

1. The earned doctorate is desirable. As a minimum, an individual should possess the Master's degree plus additional credit hours.

2. Evidence of growth in effective teaching.

3. Pursuit of continued graduate study toward a doctorate or other terminal degree.

4. Participation in the activities of the academic community such as performing assigned administrative duties, cooperating with colleagues, assuming committee responsibilities, counseling students, and evidencing interest in community relations.

d. Instructor

1. Master's degree in the subject field in which he teaches. In unusual circumstances, an individual may be considered if he possesses only the Bachelor's degree.

2. Pursuit of continued graduate study toward a doctorate or other terminal degree.

3. Evidence of potential for effective college teaching.

4. Willingness to participate in the activities of the academic community.

2. College Interpretation of Board Qualifications

The College itself bears a considerable measure of responsibility to judge the qualifications of its Faculty. By "College" here we mean the President, the Dean of the College, and department heads, who may be guided by input provided by appropriate departmental committees and student evaluations, which are purely advisory, as described in Section II, C above. No matter what form published qualifications might take, that responsibility will remain and it will include the interpretation of stated qualifications to apply justly and appropriately to individual cases.

In view of the foregoing, the College will consider the following points as of paramount importance in applying the Board's qualifications to individual cases, whether they be cases of initial appointment, of promotion to higher rank, of salary increases, or of renewal of contracts.

a. The College assumes that the qualitative criteria contained in the Board's policy on academic rank may also be applied to decisions concerning promotion, commitments to tenure, and salary increases.

b. The College will make no appointments, promotions, commitments to tenured appointments, or salary increases which have the intent or the effect of weakening or minimizing the standards reflected in the Board's published qualifications for Faculty rank. As a general rule, the College will not feel obliged to offer appointment or promotion to a member of the Faculty who meets the minimal qualifications for Faculty rank; rather, the College will endeavor to apply the Board's qualifications in a manner which emphasizes the highest degreee of quality, competence, and achievement in each case.

c. In general, the College will not encourage Faculty members to expect promotion, salary increases, or continuous tenure principally on the basis of accumulated graduate credits or of years of service. The College will, at all times, place primary emphasis on the Faculty member's demonstration of ability, integrity, and effectiveness as a teacher and as a scholar.

d. In applying the language of the Board's qualifications not directly related to degrees or graduate study completed, the College will place primary emphasis upon the Faculty member's professional competence, achievement, and growth. For Faculty members who do not hold the doctorate, the College will normally expect regular, substantial and continuing progress toward the doctorate to be a prime indicator of professional competence, achievement and growth. The College realizes that judgments regarding progress may vary from department to department. Nevertheless, in recognition of variations among disciplines, and in an effort to encourage growth and stability in departments, the College maintains some flexibility in interpretation of "progress." Emphasis will also be given to the Faculty member's continuing involvement in the activities of his profession and of his professional discipline. In weighing the merits of professional and non-professional activities (e.g., activities directly related to the Faculty member's position or assignment, as opposed to activities in community relations), the College will invariably place greater weight on professional activities.

e. In assessing the Faculty member's satisfaction of Board qualifications concerning "participation in the activities of the academic community," the College will place emphasis on the Faculty member's demonstrated willingness to become engaged in the life and work of the College. Included in this emphasis will be the Faculty member's regular attendance at Forum and/or Senate meetings, his faithful service to the committees on which he sits, his effectiveness in relating to professional colleagues and to students, his accessibility and effectiveness with advisees, and his involvement by example in the intellectual and cultural life of the College.

f. In assessing a Faculty member's teaching contribution, note that the College will rely principally upon the judgment of the department head or, in the case of department heads, on the judgment of the Dean of the College. The department head and Dean of the College will follow the procedures described in Section II, C above (Faculty Evaluation).

g. Tenure decisions will be made, of course, in accordance with the terms of the Faculty contract. At the appropriate time for notification to the Faculty member of the College's decision regarding tenure, special weight will be given to the factors referred to above. A tenure decision represents, in effect, a permanent commitment by the College to the Faculty member concerned, including the legal protection of his or her status as a continuing member of the Faculty. The College will endeavor in every case to render a decision which maintains the standards of excellence we seek in our

Faculty and which does justice to the Faculty member, to his or her colleagues, to students, and to the College.

h. In rendering a decision not to renew the contract of a Faculty member on probationary appointment, the College will always endeavor to protect the personal and professional interests of the Faculty member, as well as the long-range interests of the College. Where a decision is made not to renew a contract, the College may refrain from informing the Faculty member concerned of the specific reasons for the decision. In all cases, the College will strive to prevent such public discussion of such decisions as might impair the professional opportunities and advancement elsewhere of the Faculty member concerned.

I. Leaves

1. Sabbatical Leave

The primary purpose of a long-range program of sabbatical leaves is to increase the value of an instructor to the College, which may be accomplished by further study, exchange teaching (either foreign or domestic), research, or other experience leading to professional growth or personal worth to the College.

Sabbatical leaves may be for one or two semesters at the option of the recipient of the leave. If for two semesters, the leave may, with the approval of the President, span the summer between semesters. Under no circumstances may a sabbatical leave cover a period of more than two consecutive semesters.

All benefits, privileges, and opportunities of a Faculty member on sabbatical leave are continued in the same manner as though he were on active duty. This applies to tenure and retirement benefits, salary increments, opportunity for promotion, etc.

The number of Faculty members on leave at any one time is determined by the President. Seniority in service at the College is considered in the selection of recipients of sabbatical leaves and leaves of absence only when the candidates are equally qualified in all other respects.

Written application for a sabbatical leave or leave of absence must be made by the Faculty member in time to permit any adjustment of teaching schedules which might be required if the leave is granted. The date for the submission of applications for leaves (which normally takes the form of a letter from the Faculty member to the President) should not be later than six months prior to the start of the proposed leave period.

The application for a leave is to be accompanied by a detailed plan in which the applicant outlines the means by which he expects to fulfill the purposes of the sabbatical program during his leave. The applicant should state his reasons for believing that the granting of sabbatical leave will be professionally beneficial to him and to the College.

The recipient of a sabbatical leave receives the equivalent of full pay for one semester for that leave; this may be in the form of full pay for one semester or half pay for two semesters.

The recipient of a sabbatical leave must agree to return to the service of the College immediately following the completion of his leave and teach for at least two academic years thereafter. If he does not comply with this requirement, he is held financially responsible for the salary paid during the leave -- for all of it if he does not return to the service of the College at all; if he returns but fails to complete two years of academic service, for the same proportion of the salary as the period of service fulfilled is to two years.

Full-time employment by the recipient of a sabbatical leave is prohibited. This prohibition does not, however, preclude the acceptance of grants, fellowships, or remuneration for work of any sort which would aid with the sabbatical project.

A Faculty member, to be eligible for sabbatical leave, must have attained the rank of Assistant Professor, Associate Professor or full Professor, and he must have been on active, full-time service with the College for a period of at least six years subsequent to any previously granted sabbatical leave. In exceptional circumstances, faculty members who hold the rank of instructor may be considered for sabbatical leave.

2. Leave of Absence

Faculty members who have at least three years of active, full-time service and who are not eligible for a sabbatical leave may apply to the President for a leave of absence, without pay, in the same manner and by the same dates specified in the preceding section on sabbatical leaves.

A leave of absence without pay generally shall not exceed a period of one year. In special circumstances, with the approval of the Board, this leave of absence may be extended an additional year.

The Maryland State Retirement System provides that a Faculty member on leave of absence without pay loses his year of service to the State, except for a faculty member on leave without pay for purposes of military service. The Faculty member on leave of absence without pay, in order not to lose his year of service to the State, may pay directly to the Retirement System, in a lump sum, the retirement contribution, with interest, upon his return from leave.

3. Sick Leave

Faculty members are entitled to accumulate sick leave at the rate of one and one-quarter (1¼) days per month from the start of employment. Unused leave may be accumulated and is available for sick leave at any time. Faculty members may not accumulate more than fifteen (15) days of sick leave per year. Faculty members who are absent from classes because of sickness or other reason must report all such absences to their department heads and to the Office of the Dean of the College.

J. Resignations

In notifying faculty members of their appointment, reappointment, and non-reappointment, the President specifies the date by which the faculty member should reply. All resignations should be made in a letter to the President by such date. A faculty member may resign before receiving his letter of reappointment or non-reappointment but normally such resignation should not be effective prior to the terminal date of the faculty member's present contract.

III. ACADEMIC POLICIES AND PROCEDURES

A. General Policy Statement

The College is committed to the belief that each instructor is a professional person and is therefore the individual best qualified to judge all matters relating to the conduct of his classes. Policies concerning class attendance, text-book selection and teaching methods are the prerogative of the instructor himself. In those cases where the department head and faculty members of a department have agreed upon a uniform textbook for multiple sections of a particular course and/or have agreed upon course and program objectives, the instructor is expected to cooperate with his departmental colleagues in carrying out departmental policy. The department head and members of each department are free to initiate academic procedures they consider most suitable to their special discipline, provided such procedures are not in conflict with general College goals and objectives or regulations and procedures relating to academic policies and procedures or to academic dishonesty. Academic policy and overall standards affecting degree requirements are set by the Senate and Forum through the recommendations of standing committees.

B. Attendance

Each Faculty member sets his own policy on class attendance. It is the responsibility of the student to understand clearly the attendance policy of each of his instructors and to act accordingly.

The student is responsible for explaining the reason for any absence to his instructor. If at all possible, the student should contact the instructor prior to the absence. The Health Center does not issue class absence excuses for any reason. However, a student who is being treated while a class is in progress will be given a signed statement verifying such treatment.

The Faculty recognizes the value to the student of such activities as attendance at meetings of regional and national scholastic and professional organizations, participation in College-sponsored dramatic or musical events, and varsity athletics. Students participating in such activities and who incur class absences because of them, are responsible for notifying their instructors in advance of such absences. Should an instructor have any question regarding the student's absence for such activities, he may call the Faculty member or other person responsible for the activity.

Instructors are reminded that examinations, meetings, classes, etc., which are occasionally held after normal class hours - usually in the evening - will inevitably cause conflicts for students who are enrolled in co-curricular activities or who are active in campus organizations. Whenever such course requirements have not been clearly stated in the course description or in the schedule of courses, instructors should offer alternatives to a student who would be forced to miss a regularly scheduled rehearsal, choral group meeting, or other previous commitment.

The scheduling and arrangements for field trips are the responsibility of the faculty member planning the trip. Such trips need not be scheduled through the Dean's office. (Limited funds are available for bus rental for such trips.)

Students who are on academic probation may not incur class absences for non-credit activities without prior permission of their instructors. Since field trips connected with activities offered for academic credit are a part of the academic program, students are eligible regardless of point score. Faculty members arranging field trips connected with non-credit activities should remind the students involved that they are not eligible for such a trip if they are on academic probation with the following exception:

> In order for a student to be eligible for participation in varsity intercollegiate

athletics, he must be carrying at least 12 semester hours of credit, and his cumulative grade-point average must be no lower than the following, according to class:

Freshmen - 1.75 (at the end of the first semester in residence, for second semester participation)

Sophomores - 1.85 (at the end of the second semester in residence, for third semester participation, and at the end of the third semester in residence, for fourth semester participation)

Juniors - 2.0 (at the end of the fourth semester in residence and thereafter)

Seniors - 2.0

(semester in residence means that the student is carrying a minimum of 12 semester hours in course work)

Students who are forced by emergencies to be absent from classes or from other required activities are responsible for notifying the Office of the Dean of Students, which will notify the students' instructors of such emergency absences.

C. Faculty Work Load

The normal teaching load at the undergraduate level is 12 semester hours per week plus other normal responsibilities. Department heads are relieved, by virtue of their administrative responsibilities, of 3 semester hours per week. Persons teaching graduate level courses are limited to 9 semester hours per week plus other normal responsibilities. "Other normal responsibilities" include departmental responsibilities, committee assignments, advising of students, attendance at Forum meetings and such other responsibilities as are agreed to by the Faculty member and his Department Head, the Dean of the College, or the President. Reasonable adjustments of workloads may be agreed to by the Dean of the College and the President upon the recommendation of the Department Head to take proper account of special conditions (e.g., unusually large advising loads, special research activity, large commitments in contact hours because of laboratory, studio, or field responsibilities, etc.)

No member of the Faculty is expected to serve on more than two major committees. New Faculty members, in their first year of service, are generally excused from serving as advisers unless the Faculty member, the Department Head, and the Dean of the College agree to such service.

D. Auditing

The College permits interested persons, including registered students, to audit classes according to the terms set forth in the College catalog.

Faculty members and other employees of the College may audit or carry courses, free of charge, for credit. (See Section IV. M) In either case, consent of the instructor must be obtained and not more than one course may be carried in a given semester.

E. Class Schedules

Class schedules are made up by the Department Head in consultation with the Faculty members of his department. The Department Head then provides the Registrar with his recommendations for course offerings, faculty assignments and specific class hours for courses. If a problem should arise, the Registrar and Dean of the College will consult further with the Department Head. Adjustments in class schedules, meeting times, and locations should be made only after consultation by the faculty member with his or her department head, who notifies the Dean of the College and the Registrar of any changes agreed to.

F. Grading System

The grading system used by the College appears in the College Catalog. Faculty members should study carefully the explanation of the new NC (No Credit) grade as described in the catalog. In general, the instructor is free to employ his best professional judgment in grading despite the fact that subjectivity inevitably creates for the student a confused picture of the College's grading "system."

Occasionally students will challenge particular grades or grading practices of instructors. In such cases, the student will be expected to consult, in order, with his instructor, the instructor's department head, and the Associate Dean of the College. If he is not satisfied, the student may then request a hearing before the Vice President and Dean of the College. In no case will grades be changed by department heads or the Dean of the College unless, after consultation, the instructor agrees to the change. This policy is not to be construed as one permitting or encouraging persuasion or pressure on Faculty members in connection with their grading practices. Rather, it is intended to afford reasonable recourse to students who seriously challenge grades, and to assure that the Faculty member in question is protected fully in the exercise of his professional judgment.

G. Change of Grades

The College realizes that clerical errors occur in the computation and recording of grades and that, therefore, some changes in grades are inevitable. However, the College expects that each faculty member will make a complete and fair appraisal of each student's performance before submitting the grade for that student so that grade changes can be kept at a minimum.

A Faculty member desiring to change a grade that has already been submitted to the Registrar will consult with the Dean of the College in order to insure that the faculty member is aware of the above College policy. The faculty member will submit a "change of grade" form stating the reasons for the change. Consultation with the Dean will be indicated by the Dean's signature on the "change of grade" form.

H. Examinations

Examinations, quizzes and other evaluative instruments used in courses are understood to be the province of the instructor. In courses offered in multiple sections or on a departmental basis, examination practices are developed by the department members engaged in the course and by the Department Head.

The College expects that all members of the Faculty will employ examination practices appropriate to each course and discipline, which yield reliable evidence of student performance. Faculty members are also expected to explain clearly to their students what their examination practices and make-up policies are, and to do so at the beginning of each course to avoid confusion on the part of students.

I. Mid-Semester Warnings

Only grades of D and F earned by mid-semester are reported to the Registrar. The student and his adviser are notified and the student is required to have a conference with the individual instructor(s) and his adviser.

Instructors should understand, and explain to their students, that mid-term warnings are not necessarily related to final course grades, and that the principal purpose of warnings is to apprise students of difficulty they may be encountering so that corrective steps may be taken. It is often the case that students and/or parents feel that if no warning was given at mid-semester, the instructor "has no right to fail the student" in the course. Faculty members can assist in dispelling confusion on this point by discussing warnings with their classes early in the course.

J. Dean's List

To be eligible for the Dean's List, a student must have earned a grade point average of 3.25 or better and must have carried 15 semester hours or more of graded credit - exclusive of the P/NP evaluation - for the previous semester.

K. Graduation With Honors

Students whose cumulative grade point average indicates high scholastic achievement are awarded their degrees as follows:

Cum Laude - from 3.35 to 3.59
Magna Cum Laude - from 3.60 to 3.84
Summa Cum Laude - 3.85 and above

L. Graduate and Summer School Teaching

The graduate program of the College is under the administrative supervision of the Associate Dean of the College and Director of Graduate Studies. Academic rules and regulations for the graduate program are established by the Graduate Faculty of the College and are available through the Office of the Director of Graduate Studies. The Graduate Faculty of the College consists of all members of the College Faculty who hold the terminal degree or who hold the rank of professor or of associate professor.

The summer session program is under the administrative supervision of the Director of Summer School. Summer session offerings are determined by the Director in conjunction with the Department Heads and the Summer School Committee. Summer session teaching assignments are usually made upon the recommendation of the Department Heads. Faculty members whose contracts have been terminated by the College will not be eligible to teach in the summer session following termination.

A Summer Session Catalog is issued during the spring; this catalog should be consulted for further information about the summer session.

M. Registration

Information concerning registration dates, times, and procedures appear in the College Calendar and in the Academic Schedule and supplementary instructions distributed by the Registrar.

Faculty members should read carefully all materials concerning registration in order to assist students as much as possible. The final registration process is conducted in Compton Gymnasium, and Faculty members are assigned times by Department Heads to serve at departmental stations. It is axiomatic that the more a Faculty member familiarizes himself with the College Catalog, the General Studies Program, degree requirements, and departmental course offerings, (including sequences, prerequisites, and major and minor requirements), the more helpful he will be to students and colleagues at registration.

1. Change of Courses

Consult the College Catalog and Adviser's Manual for detailed information on this subject.

2. Changing Curriculum

Consult the College Catalog and Adviser's Manual for detailed information on changing curriculum.

3. Withdrawal from College

Consult the current College Catalog for detailed information on withdrawal from College.

4. Adding and Withdrawing from Courses

A student may not add a course to his schedule without the approval of the head of the department involved and of the student's academic adviser. Students may not elect to add courses after the first week of classes.

After registration has been completed a student may drop a course without penalty up to the end of the eighth week of classes (or the equivalent period during summer session and quarter courses.) The student shall receive a grade of "W" in such cases.

After the first eight weeks of classes (or the equivalent period during summer session and quarter courses) a student who withdraws from a course, but not from College, shall ordinarily be assigned a grade of WF, unless the instructor recommends to the Dean of the College that a grade of W or WP, (withdrew passing), be assigned. The Dean of the College will grant approval only under exceptional circumstances. A grade of FX shall be assigned if the student withdraws from the course without completing the proper withdrawal procedures. Both grades of WF and FX (0 grade points per semester hours) are used in the computation of grade point averages. These grades will not be eliminated even if the course is repeated. Students wishing to withdraw from a course, but not from the College, at any time must complete the proper withdrawal form available in the Office of the Registrar.

N. Academic Advising

All Faculty members except those in their first year of service are given the responsibility of advising students. Initial assignment of advisers is made during the Summer Planning Conference for freshmen. Although some students continue into the fall semester with their summer advisers, many students must be reassigned. Generally, advisers to students who have declared or who wish to change a major are assigned by department heads upon receipt of the student folders or forms from the Dean of the College. Materials to assist the Faculty member in his advising duties may be found in the current Manual for Advisers, in the College Catalog, and in memoranda issued by the Dean of the College.

Information on procedures for changing advisers or majors appears in the College Catalog and in the Manual for Advisers.

O. Office Hours

Faculty members are expected to announce or post, and to maintain, regular office hours for consultation with students and advisees. The College also expects Faculty members to be available, on a reasonable basis, for appointments on an irregular basis with students.

At the beginning of each semester, Faculty members are asked to complete schedule cards for reference in the offices of the President and the Dean of the College. The schedule cards should include all classes, laboratories, committee meetings, office hours, and other regular appointments.

P. Academic Dishonesty

The College holds firmly to the conviction that the entire fabric of a community of students, teachers and scholars relies for its integrity upon the pursuit of truth, unfettered by interference or intimidation from outside that community or by the disintegration of mutual respect and honesty within. Accordingly, academic dishonesty in any form is viewed as one of the most serious offenses against the good order of the educational community. Any individual or group of students found cheating or plagiarizing is subject to college disciplinary procedures in addition to any action taken by the faculty member of the course involved.

Q. Academic Standards

A student whose cumulative average falls below 2.00 is considered to be in scholastic difficulty and is placed on probation in the Intermediate Division by the Committee on Academic Standards. The Committee on Academic Standards also judges who shall be dropped from the College for unsatisfactory scholarship. A student may be dropped from the College for unsatisfactory scholarship without first being placed in the Intermediate Division.

The Intermediate Division is intended to enable students and the College to pay special attention to the academic deficiencies of students on academic probation. Having been placed in the Intermediate Division, a student's academic schedule and course load are subject to certain rules for a specified period of time after which the student is either dropped for unsatisfactory scholarship or removed from the Intermediate Division and placed in good standing.

The rules and regulations governing the Intermediate Division are contained in detail in the College Catalog.

R. Attendance at Commencement

Although attendance at commencement is optional for members of the faculty, administrative staff, and students, faculty members are encouraged to attend. For those faculty members who participate in the commencement exercise, academic apparel is required. Arrangements are made for faculty and staff rental of academic apparel for individuals needing it.

S. Faculty Travel and Research

Faculty members are encouraged to attend and participate in the meetings of professional and learned societies. Limited funds for travel to such meetings are provided for all departments and are assigned to Faculty members in accordance with departmental policy. Rules and regulations concerning faculty travel are outlined under College Services (section V).

Faculty members are encouraged to engage in scholarly research and to publish its results. While the College is committed to teaching as its primary responsibility, the role of research in a community of scholars should be fully understood and appreciated. Wherever possible, the College is willing to aid faculty members in the preparation of acceptable teaching schedules and the use of facilities.

IV. ADMINISTRATIVE POLICIES AND PROCEDURES

A. Affirmative Action Program

The College has developed an Affirmative Action Program which is designed to affirmatively assure equal opportunities to minorities and women in all aspects of the employment process: recruitment, selection, placement, testing, training, and promotional advancement. Essential components of the Affirmative Action Program, the full text of which is set forth in the Appendix, are: the projection of goals and timetables for improving the employment composition of minorities and women on the Frostburg State College personnel force; the specific responsibilities and lines of authority for effective implementation of the Program; the establishment of an on-going mechanism to review and revise all employment procedures to assure that they do not have a discriminatory effect and that they aid in attaining employment composition goals; and, the development of systems to regularly monitor and measure Program progress.

The Director of Minority Affairs is currently serving as the Affirmative Action Coordinator. The Minority Affairs Committee, whose members are appointed annually by the President, is charged, in addition to its other responsibilities, to work on a continuing basis with the Affirmative Action Coordinator on matters relating to the coordination and implementation of the Affirmative Action measures.

Under the Program, supervisors are obliged to meet with the Affirmative Action Coordinator as soon as a vacancy in an existing position is anticipated or when a new position is approved in order to map out a comprehensive recruitment effort designed to attract qualified minority and women applicants. The Affirmative Action Coordinator will assist the recruiting office or department in identifying appropriate recruitment sources and will closely monitor the entire recruitment and selection process to assure compliance with the Affirmative Action Program.

B. Record-keeping and Confidentiality

Under a federal law, entitled "The Family Educational Rights and Privacy Act of 1974", the College is obligated to comply with certain procedures in handling and releasing personally identifiable information regarding students. Succinctly stated, the law provides college students the right to inspect official records directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. Additionally, the law restricts, with certain specified exceptions, the release of personally identifiable data about students to third parties, without the student's written consent.

There are several statutory exceptions which pertain to student access to records and the release of student records to third parties. Two of the exceptions are worth noting. First, confidential letters and statements of recommendation placed in student records prior to January 1, 1975 are not available for inspection because of prior pledges of confidentiality. Furthermore, the law permits a student to waive his/her right of access to confidential letters and statements of recommendation placed in a file after January 1, 1975, which pertain to admission to any educational institution, application for employment, or receipt of an honor or honorary recognition. Pursuant to this, the College offices involved in placement services for students, the Office of Placement and Career Development and the Office of Field Experiences (Teacher Education Program), have established a system whereby students, at their option, may waive their right to inspect letters or statements of recommendation submitted on their behalf in connection with admission to post-graduate institutions or applications for employment.

Another noteworthy exception to the law deals with the release of information to third parties. The law specifically provides that student written consent is not required where the student records circulate within the College for disclosure to those College officials with an appropriate educational interest. Faculty members and administrators would be covered by this provision.

The College has developed detailed procedures to ensure compliance with, and implementation of, the federal law pertaining to the privacy and confidentiality of student records. Special forms dealing with "Inspection of Student Records", "Challenge to Contents of Student Records", and "Written Consent for Release of Information", have been distributed to all faculty and administrative supervisors for purposes of handling requests for information in accordance with the federal law, Any questions regarding substantive and procedural features of the law or related College regulations should be directed to the Assistant to the President.

C. Use of the College's Name

When representing the College in an official capacity, members of the faculty and administrative staff are encouraged to use the name of the College and College stationery for official correspondence.

The College does not wish to be involved in projects with which it has no official association. Members of the faculty and administration are urged not to use the College name involving personal or unofficial activity, if such use in any way can be construed as implying College endorsement of any project, product, or service. There is no objection to the practice of faculty members publicly using the College affiliation for the purpose of identification. Where doubt exists concerning the propriety of using the College's name, the individual concerned should consult with the Vice President for Development and Public Relations.

D. Public Information

News releases are handled through the office of the Vice President for Development and Public Relations. This office serves to coordinate programs, both internally and externally, designated to create understanding and support of the College's objectives. Faculty members engaging in professional meetings, research, publication, civic activities and other newsworthy activities are urged to notify the Director of Information and Public Services for preparation of appropriate news releases.

The Maryland Public Information law allows, with certain designated exceptions, public inspection of College records, including salary information of classified and non-classified employees. Any inquiries or requests for inspection of College records should be directed to the Director of Information and Public Services, who will advise the person making the inquiry or request of the requisite procedure to follow.

E. State and College Budget Procedures

The Maryland State Colleges are subject to direct budgetary control under existing State budget procedures. Each college, during the spring, prepares its budget request nearly two years in advance, (i.e., the request for fiscal 1976, which began July 1, 1975, was prepared during the spring of 1974).

In preparing its operating budget, the College calls upon all academic departments and administrative offices to submit detailed requests for travel funds, contractual services, (such as printing, rentals, etc.), supplies and equipment according to the following procedure.

Procedures for Instructional, Library and Special Instructional Programs Budget Preparation

1. Each department shall meet as a committee of the whole, or shall provide for a departmental committee chosen by the members of the department, to develop the annual budget request. Among the budget items which should be considered are: requests for personnel, programs, supplies, equipment, travel funds, contractual services, etc.

2. Each department, after formulation of its departmental budget request, shall assign priority rankings for the items of that budget.

3. The departments, after approving their budget requests and priorities, shall submit them to the Budget Office of the

college. The Dean of the College, the Vice-President for Business and Financial Affairs, the President of the College, and the Fiscal Committee will review the department budgets in preparation for public hearings.

4. Following much review and prior to open hearings, the budget requests shall be placed on reserve in the Library.

5. Open budget hearings shall be conducted by the President, or his designated representative(s), the Vice-President for Business and Financial Affairs, the Dean of the College and a member of the Fiscal Committee chosen by the Fiscal Committee. Any members of the College Community may attend any budget hearing.

6. Departments may request a meeting with or be called to appear before the Fiscal Committee to review its budget request.

7. At each stage of budget request development, each department and the Chairman of the Fiscal Committee, or his designated representative, will be informed immediately concerning any change imposed on its departmental budget request.

The College administration then consolidates all requests and submits them, in accordance with an operating budget formula, as the College operating budget request, to the Board of Trustees. The Finance and Management Committee of the Board then holds hearings for each college and submits its own recommendations to the Board. The Board usually approves the college budgets, and its own request, at the July Board meeting and submits the total operating budget request for the Maryland State Colleges to the Budget Bureau. There is a separate Capital Budget which is prepared on a similar time table. The capital budget is reviewed by the State Planning Department, which recommends to the Governor the items it feels should be included in the Capital Budget.

Maryland has an executive budget--one which is compiled for all State agencies and presented to the General Assembly in January by the Governor. Reductions or modifications of agency requests are made by the Budget Bureau in accordance with the Governor's priorities and projected revenues (the State constitution mandates a balanced budget). The General Assembly, through the House Appropriations Committee and the Senate Finance Committee, acts on the budget during most of its annual session, which ends during the second week in April. The legislative body may reduce or leave unchanged the operating budget presented by the Governor; it may not increase amounts in the operating budget (capital budget request, covering construction and capital equipment outlays, may be either increased or reduced by the General Assembly).

The College learns of the amount of its operating budget when the legislature adjourns. The funds budgeted and approved become available on July 1. With a line item budget, the colleges must expend their budgets according to established State procedures, which require that expenditures in all major budgetary categories be screened and approved by a budget analyst in the Budget Bureau. Thus, a dual form of control is maintained over the college budgets by the Budget Bureau: first, when the budget request is presented in the fall, and second, when the actual expenditure of appropriated funds is processed. Significantly for the freedom of action required by any institution of higher education, the University of Maryland enjoys statutory autonomy from the close control described here. The State Colleges have been pressing for similar status during the last few years; and the Rosenberg Commission report, cited earlier, recommends similar flexibility for the State Colleges.

Similarly, each Faculty, staff or administrative position is approved by the Budget Bureau as well as by the Secretary of Personnel. The College is free to fill only as many positions as have been authorized in its budget. Faculty positions are theoretically determined according to the student-faculty ratio and are supposed to be related directly to student enrollment. In practice, the College has not been granted the faculty positions generated by the formula during the last two years.

In general, then, the Faculty member should understand that the College budget is, at any given moment, one which was developed and approved some months earlier; that expenditures not anticipated in the original request must often be rejected, that positions cannot be filled at will by the College, and that budget execution is a function of both the College and the State Budget Bureau.

Questions relating to budgetary procedures should be directed toward department heads, the Vice President and Dean of the College, the Vice President for Business and Financial Affairs or the President of the College. Forms for out-of-state travel, in-state travel reimbursement, and related actions are available from the Business Office (Accounts Payable) if department heads do not have a supply. Purchase requisitions should be obtained from the Purchasing Department.

F. Requisition Procedures

1. The department head will use requisitions for merchandise for all requests for equipment, supplies, and service. Improper or unauthorized purchases are considered the personal responsibility of the individual making them.

2. Verbal requests or requests by memorandum will not be honored by the Purchasing Office.

3. It will be the responsibility of the department head to verify that funds are available in his budget to cover the purchase.

4. All requisitions should be TYPED in duplicate. The original is forwarded to the Purchasing Department and the duplicate copy is maintained for the departmental file.

5. All requisitions must be signed by the department head and forwarded to the Budget Office for approval.

6. The requisitioner will prepare the requisition for merchandise by utilizing the following columns:

Classifications

The classification must be shown on the requisition for each buying classification. Buying classifications may be determined by using the Alphabetical Index of Commodities issued by the Department of General Services, Purchasing Bureau and available in the Purchasing Department here at the College.

Item Number

This number will be obtained from the Maryland Commodities Classification of Items as issued by the Department of General Services (copies of which are available in the Purchasing Department here at the College).

Quantity

Record the numerical quantity of each item required.

Unit

Show whether the unit is: only, each, dozen, gross, etc.

Description

Show the exact nomenclature of the items required. Give catalog number and year of the catalog and manufacturer whenever possible and if applicable to the items required. If possible, include on all requisitions a photostat copy of a picture of the items requested. Show descriptions in detail. GIVE COMPLETE NAME AND ADDRESS OF VENDOR INCLUDING ZIP CODE.

Unit Price - Total Price

Unit price and total price must be shown for all items. Each order must be totaled.

7. The Purchasing Office will reject and return to the requisitioner any request that is incomplete or not clear. It is the requisitioner's responsibility to convey COMPLETE descriptions of items required.

G. Compensation

1. Salary Checks

Faculty salary payments occur either 21 or 26 times each year. The Faculty member must exercise the option for 21 or 26 pay periods, by signing a form available in the Office of the President.

Checks are available on alternate Wednesdays and may be picked up at the Business Office (Accounts Payable) after 10:00 a.m.

2. Deductions

Mandatory deductions include Federal Withholding Tax, State and Local Withholding Tax, Social Security and Retirement. Optional payroll deductions are considered under fringe benefits.

H. Fringe Benefits

1. Retirement and Pensions

Every member of the faculty is required by law to join the Maryland Teachers Retirement System. Faculty members must retire upon reaching the age of 70. Information about the Maryland Teachers Retirement System is contained in the Appendix.

2. Social Security

All members of the faculty are covered by Social Security.

3. Workmen's Compensation

All faculty members are covered by the Workmen's Compensation Insurance. Any person injured in the course of his employment should contact the College Health Services immediately for the necessary forms.

4. Unemployment Insurance

On January 1, 1972, the Maryland Unemployment Insurance Law became applicable to institutions of higher education. The purpose of the law is to provide for the compulsory setting aside of unemployment reserves to be used for the benefit of persons "unemployed through no fault of their own." Faculty members eligible for benefits under the law should contact the Department of Employment Security for further details.

5. Medical Insurance

Full-time members of the faculty and their dependents are eligible, under certain conditions, to join a group health insurance plan for employees of the State of Maryland operated by the Maryland Blue Cross and Blue Shield Plans. This includes hospital, medical, surgical, and major medical programs. The semi-monthly payroll deduction rates are listed in the Appendix. A health care booklet and application blanks are available from the Personnel Office.

Eligible faculty members may enroll in the program within 60 days of the date of employment or date they otherwise become eligible. Application forms will be provided. If an eligible employee fails to enroll within 60 days, he may not apply for participation until he has submitted satisfactory proof of insurability for himself and his dependents, if any, or at such time and under such conditions as the State may from time to time announce. Coverage under the program will become effective for newly enrolling employees on the date a payroll deduction authorization for the Program is submitted to the State or the first scheduled working date, whichever is later.

The College Personnel Office will be happy to assist any faculty member who encounters problems or difficulties with the medical insurance program.

6. Death Benefit

If a member who is not eligible to retire dies in active service, the Maryland State Retirement Systems will pay in a lump sum to the designated beneficiary or the estate of such member a sum which consists of the member's total accumulated contributions and, if such member had one or more years of creditable service, a death benefit equal to 100% of the member's annual salary being paid at the date of death.

7. Tax-Sheltered Annuities

Annuities may be purchased by faculty members through the Teachers Retirement System of the State of Maryland. Premiums are paid by a reduction in salary or by a diversion of an increase in salary. Information may be obtained from the College Personnel Office. Information and sample forms for such annuities are contained in the Appendix.

8. Savings Bonds

Optional payroll deductions for United States Saving Bonds may be arranged with the Personnel Office. Sample options for savings bonds and freedom shares are listed in the Appendix.

9. Credit Union

Faculty members are eligible for the benefits of and may make payments through payroll deductions to the State Employees Credit Union of Maryland, Inc., State Office Building, 301 West Preston Street, Baltimore, Maryland 21201. In addition to paying a 6% interest rate compounded quarterly, the credit union can be used for new car, used car and personal loans. Information concerning the Credit Union and its operation may be obtained from the College Personnel Office.

Faculty members are also eligible for membership in the CCSAC Federal Credit Union, P. O. Box 1382, Cumberland, Maryland 21502.

I. Gifts and Grants

The College is prepared to accept gifts, donations, or grants by any individual, association, foundation, society, corporation, or the U. S. Government provided that the Governor approves the acceptance of such funds. The College prefers, however, that gifts, donations, and grants be donated directly to the Frostburg State College Foundation, Inc. Any gift or donation to the Foundation does not require the approval of the Governor. The Frostburg State College Foundation, Inc. has been approved for tax exempt status by the Internal Revenue Service.

Funds donated either to the College or to the Foundation are not considered a substitute for items appropriated to the College by the General Assembly. Faculty members and administrators interested in applying for federal grants should consult the Vice President for Development and Public Relations. His office maintains a complete up-to-date listing of all federal programs including application procedures, and it is his office through which all grant applications made in behalf of the College are processed.

J. Vacations

Faculty members on a 10-month contract are free to start their vacations after graduation once they have discharged their departmental duties. A member of the administrative staff is eligible for annual leave not to exceed twenty-two working days per year.

K. Employee Liability

College employees, both full-time and part-time, are provided liability insurance protection under a Board of Trustees' policy for any acts or omissions arising within the scope of their duties which result in personal injury or property damage to persons other than fellow employees. The insurance policy also covers non-remunerated volunteers while performing services for the College. The insurance company will provide legal representation for employees, or volunteers, involved in litigation even if the law suit against the employee is groundless, false or fraudulent. The limits of the liability insurance are $500,000 per claim with an annual aggregate applicable to the entire State College system in the amount of $500,000. Any questions concerning policy coverage or procedures should be addressed to the Assistant to the President.

It is also important to note two Maryland laws relating to the legal representation of, and possible indemnification for, State employees. One statute sets forth the procedure authorizing the Attorney General to defend State officers and employees in legal actions, civil or criminal, arising out of certain acts or omissions within the scope of their employment. The second statute authorizes the State Board of Public Works to grant funds for the payment of a settlement or judgment rendered against a State officer or employee. The Board of Public Works' power to grant indemnification is discretionary and, although it cannot act in an arbitrary discriminatory manner in disposing of an application, the statute provides that the Board's determination is final, i.e. not appealable to a court of law.

L. Automobile Liability Insurance Protection

Faculty members driving State cars are covered by a State liability policy in the amount of $100,000 per person/ $300,000 per accident. The State policy does not cover medical payments arising out of an accident but just covers the amount for which a State employee might be sued.

The state policy does cover State employees driving their own cars while carrying out their duties as State employees. In this instance, the State policy only applies to the extent that the liability of the employee is in excess of the insurance carried by the employee himself. Thus, if the limits of liability of the employee's own insurance policy are less than the limits of the State's policy, the employee is still covered to the limits of the State policy.

Note: State regulations prohibit the use of State cars by non-state employees. Students employed by the College as drivers are permitted to drive vehicles after obtaining clearance from the Security Department. Faculty members are urged not to allow students to drive State cars checked out by the faculty member unless this student was hired as a driver and cleared through Security. Failure to abide by these regulations may result in the loss of Liability Insurance Coverage for the faculty member.

M. Insurance Coverage for Personal Property in College Buildings

Under unusual and extenuating circumstances the State may reimburse employees for loss of their personal property up to $500. Such circumstances include a faculty member who finds it necessary to have personally owned technical equipment or books in his office or laboratory. However, any insurance protection over $500 would have to come from the employees' own insurance.

N. Draft Information

Faculty or administrative staff members desiring information for their children or themselves relative to Selective Service should consult the Assistant to the President.

O. Employee-Family Tuition Waiver

Full-time employees of the College as well as spouses and children of faculty members and staff members may avail themselves of a tuition waiver on a space-available basis. The waiver applies to tuition only for spouses and children. For employees, the waiver applies to tuition and all fees except the student union fee. Availability of space is governed by limitations on class size or classroom capacity established by department heads and the Office of the Registrar.

P. Off-Campus Professional Employment

Faculty members of the State colleges are encouraged to accept occasional requests to participate in short-term professional activities within or outside the State, such as lecturing to professional and technical groups, directing workshops for county and city school organizations, and rendering services of a consultative nature to professional and technical organizations.

Faculty members of the State colleges are permitted to teach an occasional course at a neighboring college or university. The term "occasional," as used herein, is intended to mean courses taught not on a regularly recurring basis and not under a year-to-year contract.

Faculty members are allowed to receive renumeration for services of the type mentioned above when proffered by the organization served. In cases where a faculty member is to be employed or paid for any purpose by another State agency, a specific approval procedure is required by the State before any such payment can be made. Questions concerning this procedure should be directed to the Personnel Office.

Before accepting obligations of the type referred to above, the faculty member shall secure the approval of his department head and the Dean of the College and the written consent of the President.

In giving consideration to any type of extra-campus activity, each faculty member is expected to give prime attention and the major part of his energies to his post as a faculty member and to those activities which will best enable him to fulfill that responsibility most effectively. This will include his classroom instruction and preparation, student advising, committee work, and designated participation in administrative matters. He should accept outside responsibilities, either for community participation and leadership or for remuneration only when, in his judgment, they increase rather than decrease his effectiveness as a faculty member; he should weigh carefully the relative merits of personal financial gain as contrasted with opportunities for community participation and/or leadership.

Outside obligations which would in any way conflict with College responsibilities, or lead to unavailability for College activities, or bring criticism upon the member of the College must be avoided. In evaluating requests of faculty members to engage in off-campus activites of the type mentioned above, the following criterion will be used by administrative officers:

> The work which the faculty member proposed to undertake should be of such nature as to: (a) enhance his professional competence or status, (b) provide professional services in line with the faculty member's field of specialization, and (c) serve the public relations and community service objectives of the institution.

Q. Advising Campus Organizations

All student organizations are required to have faculty advisers. In all but a few instances the organizations choose their own advisers. Ideally an adviser will sustain an interest in the group and provide appropriate leadership. An adviser may be asked to sign a variety of forms, including: bills to be paid; contracts made by the organization; requests for a date on the calendar; requests for the use of a College car. At least one adviser is expected to attend the meetings of an organization other than committee meetings.

V. COLLEGE SERVICES

A. Scheduling of Events

The use of building space other than for regularly scheduled classes is scheduled in the Office of the Director of the College Center. Responsibility for scheduling events and for resolving scheduling conflicts rests with the Director of the College Center.

All scheduling of building areas for classes should be made through the Office of the Registrar.

A complete list of each department's activities to be scheduled and published on the College Calendar of Events should be submitted each semester by the "master scheduling" time as announced by the College Center Office. A list, as complete as possible, of activities not published in the Calendar of Events should also be submitted. If an event in this second category is not confirmed two weeks prior to the event, the date will be considered open for booking. Activities planned for more than a semester in advance must be approved for scheduling to insure use of the space in question.

Since some areas will be used for both academic and non-academic purposes (ex. gymnasiums, Art Gallery, etc.), departments using such areas should submit a list of priorities for use of such areas for non-academic purposes. In so doing, departments should keep in mind the need for maximum utilization of space by a total college community.

Persons scheduling events needing food and refreshment services should contact the Coordinator of Special Events after a room has been scheduled. Persons needing audio-visual services should contact the Department of Communication Media after a room has been scheduled.

Scheduled events are not permitted in campus buildings after 11:00 p.m. with the exception of the College Center. On Friday and Saturday nights, the Lane Center is open until 1:00 a.m. Meetings of organizations are to be confined to the areas scheduled. Other rooms are not to be used.

In order that events do not conflict, the scheduling of all activities is at the discretion of the Director of the College Center. The Reservations Office must be consulted before an event is planned.

Use of College facilities for the purpose of soliciting political party membership or supporting political candidates or propositions by groups other than student political clubs should receive prior approval by the President's Office.

B. Athletic Activities

The Department of Health and Physical Education conducts a varied program of intramural and intercollegiate sports for students. Faculty members are invited to participate in the intramural program and attend intercollegiate sports events. For family season tickets, the individual faculty member should call the secretary in the office of the Department of Health and Physical Education.

If faculty members wish to be assigned a locker in the dressing room areas, they should make this request at the department office in Compton Gymnasium.

Special faculty recreation periods will be announced through memos in mailboxes or signs in the vicinity of the mailroom.

C. Counseling Center and Health Service

The Counseling Center, located in Gunter Hall, first floor, offers a variety of services to students and other members of the college community. The director of the Counseling Center also serves as director for Health Services on campus, which is located in the Brady Health Center.

1. Counseling

Individual and group counseling services are available to persons experiencing personal, social, vocational and/or educational problems. All counseling interviews are private and confidential and in no way relate to a student's college standing or records.

2. Testing

   Individual or group administered interest, personality, and intelligence testing is available. The test results are interpreted directly to the student by the counselor.

3. Career Library

   The Counseling Center maintains a Career Library for the convenience of all members of the college community. The library contains the following types of information:

   a. The Career Index - The Career Index contains catalogued information such as job descriptions, salary scales, training needed, and general requirements for approximately 600 occupations.

   b. College Catalogues - This section of the library contains approximately 1500 shelved graduate, undergraduate, and summer school catalogues, as well as microfiche copies.

   c. Directories - This section of the library consists of two types of resource directories:

      1. School Directories list and describe undergraduate and graduate colleges and universities, two-year colleges, and trade and vocational schools.

      2. Program Directories and books include specific and more elaborate information on careers and specialized areas of study; i.e., Law, Conservation, Business, Psychology, Medicine, etc., together with an indication of schools which offer these programs.

d. Two additional areas being developed include career materials of specific interest to women and minorities.

It is not necessary to make an appointment to use the library although assistance is available to anyone who requests it.

4. Study Skills Laboratory

Self-help, programmed learning materials designed to teach students basic skills such as better methods of study, note-taking, effective listening and use of college time are available in the Study Skills Lab. Tests designed to measure study habits and attitudes are also available. Limited self-help materials in the area of remedial math, spelling, etc., are available. Students desirous of using the laboratory are encouraged to meet with a counselor who will assist in choosing materials and arranging a self-help program.

5. Inservice Training and Research

The Counseling Center attempts to disseminate information to the college community concerning general student problems and to conduct research on these problems. These projects include small group discussions and research with residence hall personnel, academic departments and student groups.

Appointments may be made in person with the receptionist in Gunter Hall or by telephone at 689-4234 Monday through Friday from 8:30 a.m. - 4:30 p.m. Anyone having questions or wishing to use the Counseling Center is invited to stop in at any time.

D. Cultural Activities

A number of opportunities exist for faculty members and their families to participate in the cultural life of the College community. Most of the events throughout the year are free of charge. All faculty and staff and their families are encouraged to attend functions of a cultural nature, not only for their own enjoyment but as an expression of support for the College's cultural activities.

The Music Department presents programs by the Choral Union, Concert Choir, Collegium Musicum, the Concert and Marching Bands, the Jazz Ensemble, several other ensembles, and the Orchestra. Faculty members are also invited to the many student and faculty recitals throughout the year.

The Speech and Theatre Department presents annually productions by Dramatis Personae, Roundabout Childrens Theatre, and student directed one-act plays.

Artist Series encompasses a variety of cultural programs including performing events and distinguished lectures.

The Art Department presents each year a series of art exhibits in the Art Gallery.

Faculty members are invited to the foreign and domestic films throughout the year.

Numerous departmental lectures will be announced during the year.

E. Data Processing Service

The State colleges maintain a UNIVAC 1006 computer system with the central facility located at Towson State College, and with input-output and print-out equipment, along with key-punch machines, located on the campuses served by the system.

The computer is available for classroom or faculty research. Information on the use of the computer may be obtained from the Vice President for Business and Financial Affairs, who also serves as the Coordinator of Data Processing.

F. Duplicating Service

Duplicating services are available to the faculty in the basement of Lowndes Hall, in the Library, and in several departments which have spirit process equipment.

The Lowndes Hall service includes offset, photocopying, mimeograph and spirit process machines, as well as collating and stapling. The hours of the operation are from 7:00 a.m. to 10:15 p.m. Monday through Friday.

The Library maintains a coin operated xerox copier and when such service is not available in Lowndes Hall, it will be rendered to faculty members by the library at no cost. The Director of Libraries, as well as the operator in Lowndes Hall, will be obliged to limit xeroxing to jobs which do not violate copyright laws and which cannot be performed more effectively with the use of other duplicating equipment.

Sufficient notice should be provided to assure timely completion of work, and it is assumed that masters will be typed by secretarial staff or student help assigned to the departments. No typing services are provided by the duplicating services staff.

Questions regarding duplicating services should be addressed to the Assistant to the Director of Business and Financial Affairs.

Preparation and duplication of quizzes and examinations must be accomplished, of course, with adequate protection and security. The duplicating services staff will assume that the faculty member responsible for the preparation of such materials will provide appropriate security for those materials before and after they are in the hands of the staff. Faculty members wishing to provide greater security than their own offices afford may arrange through the Business Office to store materials in the Business Office vault.

G. Reproduction of Copyrighted Materials

In order to protect College personnel from possible infringement of the copyright laws, as amplified by court decisions, the College places certain limitations upon reproduction of copyrighted materials.

With respect to the duplication facility in Lowndes Hall the following policy is in effect:

1. Requests for duplication (which includes photocopying, mimeographing, or any other form of reproduction) of whole, or substantial portions of, issues of periodicals or books bearing current copyrights will not be honored by the duplicating facility.

2. Only a single copy of a journal or periodical article which bears a current copyright will be honored by the duplicating facility. If, however, duplication of an article is requested for placement on "Reserve" in the College Library, two or three copies may be reproduced, depending upon the size of the class.

3. The use of such duplicated materials must be for the purpose of study, research, scholarship, and not for sale or further distribution.

With respect to the self-operating photocopying machines available for use in the College Library, users are advised by a posted notice that it is in their legal interest to comply with the copyright policy, delineated above.

H. Emergencies

The College has security personnel on duty 24 hours a day. The security office is located in the Maintenance Building. The security officer should be contacted at 689-4222 in case of emergency.

I. Hospital and Medical Services

Hospitals serving the Frostburg area are Frostburg Community Hospital in Frostburg, Memorial Hospital and Sacred Heart Hospital in Cumberland.

Faculty members requiring emergency services may be treated at the College infirmary.

J. Legal Questions

Any questions, concerns, or problems of a legal nature arising from or connected with an employee's official duties should be directed to the Assistant to the President, who will, if the situation warrants, consult with the Assistant Attorney General on the matter. It is important that all matters of any legal consequence be reviewed and examined while the facts are still malleable.

K. Housing

The College provides no faculty housing, but privately owned homes and apartment buildings offer a diversity of housing opportunities.

Information concerning rooms, apartments, and homes for rent or purchase in Frostburg and vicinity is provided for the faculty by the Administrative Aide to the President, Mrs. Hughes.

L. Communication Media Department (Instructional Services)

The Department of Communication Media provides the College with a wide range of instructional services and equipment which are designated to increase the effectiveness of the instructional program. The Department is located in the north wing of Pullen School, Extension 4353. The following services are provided free of charge for use in the instructional program.

1. Equipment

The College has a wide variety of equipment available to faculty and staff. These include 8mm and 16mm motion picture projectors, slide, overhead and opaque projectors, tape recorders and video tape equipment and the necessary software for operation. Faculty members should always check with their own department first on the availability of these items, as much of the equipment is assigned permanently to the various departments in an effort to have equipment readily accessible at all times. If the equipment is not available, the Communication Media Department will supply items on short-term loan. The secretary should be called in advance in order to assure reservations. The Department will then deliver and pick up the equipment.

2. Film Rental

All film rentals are made through the Department, which maintains an up-to-date listing of films. Faculty desiring to use films should make an effort to have them ordered and confirmed at least two months in advance of the usage date. Questions concerning film rentals and orders should be directed to the secretary.

3. Production Service

The production service of the Communication Media Department is designed to assist the faculty and staff with their individual needs. The production specialist should be contacted to assist in the planning and utilization of this service, The Department maintains a full line of services including photographic, audio dubbing, mounting and reproduction, as well as other specialized services which are provided on request.

4. Consultation

Faculty and staff are welcome to consult with the Director of Instructional Services for any specialized needs, such as planning a new program requiring audio-visual services. In addition, the Department will assist interested parties on equipment usage and planning for the most effective utilization of various media.

M. Library Services

The Library at Frostburg State College is the only large academic library in Western Maryland. The Director encourages citizens and community groups to take advantage of its resources. The College Library strives to support the philosophy and objectives of the College and collects material for the consultation and research necessary in the curriculum set forth by the departments of the College. Each faculty member has the important responsibility to work with the head of his department or departmental Library Committee representative to get essential books and periodicals necessary for teaching his courses prior to offering such courses.

Faculty, students and college staff are invited to discuss with the Director and his staff ways in which the library can provide the maximum service to the College community. The public service staff is willing to help faculty with reference and research problems. Students should be encouraged to ask for help when they need it. Arrangements can be made to have a library staff member talk with classes about use of library materials in general or in connection with special problems.

Faculty and student participation in using the library display cases and bulletin boards is invited. Arrangements should be made with the secretary in the library.

1. Selection of Library Materials

Approval or rejection of all requests for materials to be added to the library collections is the responsibility of the Director of Libraries. Library materials are suggested by faculty, library staff, and patrons. Subject matter fields are usually the responsibility of the faculty specialists while requests for reference and general materials usually originate with the library. A well rounded collection is the result of cooperative effort. A number of selection aids are available in the library and the staff will be helpful when requested. Faculty members should become familiar with the library collection by visiting the library, looking over the shelves, and checking their own requests in the card catalog.

The library has a collection of faculty publications and welcomes copies of reprints or original publications for this collection. If no copies are available, a list of publications by the faculty member should be handed to the secretary in the library.

Gifts within the scope of the library collection are most welcome. The Director and his staff will be happy to cooperate in preserving and servicing materials related to the college, its program and its organizations. Additions to the special collection of local community materials are also encouraged.

2. Ordering Library Materials

Suggestions for purchase of books must be made on special cards provided by the library. The author's name (last name first) and the book title should be filled in on a typewriter or legibly by hand. Films may be requested on book card forms: title, color or black/white, and source should be indicated. These cards are used as work cards, and care by the faculty member in filling them out will expedite handling. If publisher, date, edition and price are known this information should also be given in the proper spaces. The faculty member or department originating the request should sign "requested by" line. The faculty member whose signature is on the card will be notified via a pink multiple order form when the material is ready for use.

Motion picture films for purchase must be previewed by the Director of Instructional Services. If films are projected for frequent use and are considered worthy of purchase for the Library collection, they should be requisitioned on forms provided by the Director of Instructional Services. All films purchased for the campus must be purchased through the library where proper storage and cleaning facilities are available.

Holdings for periodicals in the library are listed in a special card catalog. Faculty are encouraged to inspect library holdings as well as titles currently received and to submit suggestions on special forms provided by the library. Only one title should be listed on each form. Within budget limitations, the library attempts to bind, or obtain in microform, periodical titles indexed in periodical indexes.

Checking of suggestions for library purchase by the originator of the request is an excellent way of learning what the library has, and elimination of titles already in the collection will greatly speed the acquisitions of new titles.

3. Books Ordered for Use in Department or Faculty Offices

Requests for dictionaries, handbooks, and similar ready reference books needed in faculty offices are to be sent by the Business Office to the Director of Libraries for purchase, processing and charging out to the proper department.

The request for such purchase will be treated as "Rush" and processed as soon as possible. If there is a copy of the requested title on the campus, the department making the request will be asked to help decide if an additional copy is necessary. The cost of such purchases will be taken from departmental equipment funds in the business office.

The aim of the above procedure is to provide a control of book purchases made with college money. It is not planned to transfer library books to departmental offices. In most cases these "office books" would be duplicate copies of library holdings and would be necessary for quick, ready-reference in the office. Inventory of such purchases would be under library control.

4. Use of Library Materials

The library staff will appreciate the faculty using the library during the hours the library is open. Books may be dropped through book drop by front door when library is closed.

Cards for most materials cataloged and on order are listed in the card catalog. (Books on order are filed by title only.) Some materials such as pictures, pamphlets, clippings, posters, maps, etc. are not recorded in the card catalog. It is best to consult library staff for this material. Most government documents and curriculum materials are listed in special files in those departments.

Library materials may be consulted in the library and if borrowed for use outside of the library are machine charged. Faculty may borrow any number of regular books by presenting the library identification card (issued by the library) along with the book at the circulation desk. Faculty and students are cautioned about lending their cards to other individuals since all material checked out to a card is the responsibility of the owner of that card. No patron of the library should lend materials charged on his card to others without first clearing the library records. Periodicals, magazines and reference books must be available in the library while it is open to the public. These materials may generally not be borrowed for use outside the library.

Some material, including films, not owned by the college library, and not to be purchased, may be borrowed through inter-library loan. In general, material in print is purchased rather than borrowed. The Interlibrary Loan Librarian has special forms to fill out for inter-library loan. The user is expected to pay any charges incurred in this type of borrowing if use is of a personal nature.

Films and aids rented, sent free or sold for a nominal charge by non-library agencies should be obtained through the Director of Instructional Services. Audio visual aids in the College Library may be used by faculty. Library machines are restricted to use in library.

Library recordings may be borrowed by faculty for class or home use for short periods. Special care must be observed to handle recordings carefully and to use them only on proper machines. Students may borrow recordings without faculty permission when they are student teaching; all other times, faculty permission is required.

Visual aids may be borrowed by students who make special arrangements. Faculty members and students wishing to preview films which the library owns should make arrangements in advance with the Reference Staff. The library needs notice 24 hours in advance when films are to be borrowed for use outside t[illegible]brary.

All library materials borrowed by faculty will be stamped in the usual manner with the date due machine; however, books may normally be kept until the end of the semester without incurring fines. The library reserves the right to recall material desired by someone else after a three-week loan period has expired. Faculty members will be notified of the books charged to them as of a particular date. If the list is correct, sign the sheet and return it promptly. If there are discrepancies on the list, it will be necessary to check with the circulation desk to correct them. All other material must be returned to the library when due. If items are not renewed by the following mid-semester, a bill will be sent to the Business Office covering the price of the item plus a service charge of $3.00 per item. If the item is returned, only the service charge will be made. The summer session is considered the same as a semester. Faculty members not on campus during the summer will need to renew or return in September books charged to them for the summer. Faculty members are expected to pay for any books checked out to them and lost. If lost book money has been deposited in the Business Office, it is impossible to make a refund if the lost book is returned.

Faculty family members are expected to conform to regulations set down for students and general public patrons.

5. Reserve Materials

Faculty members may request that materials be placed on reserve near the circulation desk. The purpose of placing material on reserve is to restrict circulation so that many students have a chance to read specific assignments or to use material for reference. In most cases if students must read the whole book, it should be left in general circulation.

Faculty should anticipate need and when necessary request that more than one copy be obtained for reserve. Personal copies of reserve books may be used, but perhaps additional copies should be suggested for library purchase.

Reserve material is arranged on shelves, alphabetized by name of instructor and subalphabetized by author entry. It is helpful if students are instructed to ask for reserve material by the entry used in the library records.

Special forms to list material for reserve must be used and these are obtained at the reserve desk. Lists must be handed to the library two days before an assignment is made in the book. The lists should be typed because they are kept in a notebook filed alphabetically by instructor's name to be consulted by students and library staff. Failure to observe these rules may cause delay and confusion. Faculty members should not make changes in the reserve records once they are filed in the book; library staff should be notified in writing two days prior to the need of these changes.

The four types of reserve periods are:

1. Restricted Reserve (identified by black tape on the card) may be borrowed for two hours. Restricted reserve books may be checked out for home use before the library closes each evening and are due back the following morning.

2. One-day Reserve (identified by yellow tape on the card) may be checked out for home use any time and are due back before the library closes the following day.

3. Three-day Reserve (identified by white tape on the card) may be checked out for home use any time and are due back before the library closes on the third day after the day of check out.

4. One-week Reserve (identified by orange tape on the card) may be checked out any time and are due back before the library closes on the seventh day after the day of check out. One-week reserve is usually used for graduate courses or classes meeting only once weekly.

Periodicals and reference books on reserve generally may not be borrowed for overnight. Additional copies are loaned on a more liberal basis depending upon the use of the book at a particular time. Special reserve loan periods are possible if the faculty member makes arrangements in advance of need.

An effort will be made to notify faculty when reserve books are not being used. Checking names on a reserve book card for use is not recommended as these cards are replaced from time to time and students do not always sign the card when the book is used.

Further information about the library is printed in a special handbook available in the library.

N. Maintenance Services

Work orders for repairs or minor construction may be obtained from department heads and are sent to the office of the Physical Plant Supervisor.

O. Parking

Limited on-campus parking facilities are provided for College employees. Parking lot assignments are made when the vehicles are registered at the Security Office. Vehicle registration is required annually, currently for a fee of $1.00, during the first week of each fall semester.

Permits for visitors to the campus are available upon request at the Security Office. The speed limit on campus roads is 15 miles per hour. Pedestrians have the right-of-way at all cross walks.

Parking violations may be appealed to the Motor Vehicle Appeals Committee. Policy matters, including proposed modifications, are considered by the Parking Policy Committee. Both committees include student, faculty, and administrator representatives. For additional information, please refer to your copy of the Motor Vehicle Regulations issued annually when your vehicle is registered. The Security Office should be contacted for further clarification of items in question.

P. Placement Service

The Placement and Career Development Office is located in Gunter Hall (phone 4301). Services provided include credential planning and processing, interview skills sessions, recruiting coordination and groups as well as individual assistance in career decision making. These services are open to alumni, graduate students, and faculty as well as the undergraduates.

Q. Postal Services

Mail is delivered and picked up twice daily at the various departments on campus and packages are distributed by the Central Receiving Department. Faculty members who use the College as their personal mailing address should realize that there is no service on Saturday, Sunday and State holidays.

Outgoing parcel post facilities are also available at the mail room in Lowndes Hall. In addition, postage stamps for personal mail may be purchased in the mail room.

Campus Mail: Mail destined for offices on the campus should be sent on inter-office communication forms and in "Inter-office mail" envelopes. These envelopes are available in departmental offices or at the mail room in Lowndes Hall.

Bulk Mail: Certain types of mailings qualify for the use of the College's bulk mail permit. Such mailings must be handled according to the bulk mail regulations. Information concerning the bulk mail permit is contained in the Appendix.

R. Secretarial and Student Assistants

All departments have assigned secretaries, and certain departments have undergraduate assistants. Questions concerning assigned secretaries should be directed to the Assistant to the Director of Business and Financial Affairs. All questions concerning the use of undergraduate assistants should be referred to the department head.

A special source of student assistants is the College Work-Study program, which was established under Title I, Part C, of the Economic Opportunity Act of 1964. The purpose of this program is to provide additional part-time jobs for students, particularly those from low-income families who need the earnings to pay for College expenses.

The work-study program is coordinated by the Director of Financial Aids and Student Employment whose office is located in Gunter Hall. All requests for student workers may be submitted through the department head to this office. If applicants and funds are available, students will be referred to the faculty for an employment interview.

S. Student Activities

Various student activities are listed in the Weekly Calendar of Events. Information concerning various student organizations is contained in the student handbook, The Pathfinder. Copies of this book are available in the Dean of Students' Office.

T. Telephone Calls

The College telephone system permits direct dialing for interoffice calls as well as for direct dialing of off-campus numbers. Personal long distance calls should be handled by having them billed to your home telephone.

A College directory listing on-campus and off-campus numbers of all academic and non-academic personnel is distributed as soon as possible after the beginning of the academic year.

U. Testing

The College provides two special testing programs designed to help the student and his adviser evaluate his progress through his academic career.

The Freshman Testing Program requires that all matriculated students submit results of the Scholastic Aptitude Test (SAT). The results of these tests are available to the faculty adviser with local and national percentile ranks.

During the next to the last academic month of the senior year, a senior testing program is provided to those students who wish to take the examinations or to student majors in those departments which require examinations. Both the aptitude test of the Undergraduate Record Examination and the Commons Examination of the National Teachers Examination are available to interested students. The results of these tests are available to assist the student and his adviser in planning for graduate studies or professional placement, and they may also be helpful for departments to evaluate their major programs.

V. Textbooks

The College bookstore is located in the College Center. Requests for textbooks should be placed through the department head on forms provided. Faculty members request desk copies directly from the publisher.

W. Travel

Under the budget, each department receives an allocation for travel. Distribution of the funds to departmental members is handled by the department head.

Travel within the State: When travel within the State is contemplated, it is necessary for the faculty member to submit an estimate of expenditures in time to arrive at the Business Office (Accounts Payable) five (5) days prior to the scheduled trip, through his department head. The form for such a request is entitled "Individual Request for In-State Travel." It is available at departmental offices or in the Accounts Payable Office. Meetings of a routine nature (not conventions or conferences) in Washington, D.C. are considered in-state travel.

Out-of-State travel: When out-of-state travel is contemplated, it is necessary for the faculty member to submit an estimate of expenditures in the request for out-of-state travel. The amount requested in this estimate is the maximum amount that will be reimbursed if the request is approved. This application must be filed fifteen (15) days in advance of the trip in order that necessary prior approval can be obtained from the Executive Director of the Board of Trustees. The request should be submitted on the form entitled "Individual Request for Out-of-State Travel" through the department head to the Business Office (Accounts Payable). Forms are available in departmental offices or in the Accounts Payable Office.

Reimbursement for travel: When travel at institutional expense has been approved, application for reimbursement should be made on the form "Expense Account." Itemized receipts for registration fees, hotel or motel accommodations, and a copy of the ticket for air, rail, or bus travel must be attached to this expense account. Credit card charge slips or receipts from travel agencies will not be accepted. The reimbursable rates for meals (including taxes and tips) are:

Breakfast	$2.00
Lunch	$2.50
Dinner	$7.50

The cost of breakfast is reimbursable when an employee must leave home in travel status on official business two hours or more prior to the beginning time of his place of business--8:30 a.m. The cost of dinner is reimbursable when an employee cannot get home within two hours after the normal closing time of his place of business. No employee shall be reimbursed for the cost of lunch on a one-day trip. The form should be submitted to the Accounts Payable Office as soon as possible after the trip is complete.

The College maintains a fleet of automobiles and station wagons which are available for administrators, faculty members, and organized student groups (providing a faculty member accompanies such group). These vehicles should be used whenever such use will represent an economy. Please refer to the published regulations concerning the use of such vehicles.

Reimbursement for use of a private automobile when no College vehicle is available will be made at a rate of 12¢ per mile. A request for a College vehicle must be made before the 12¢ per mile rate is reimbursed. If an employee would prefer not to use a State vehicle even though one is available, reimbursement will be made at a rate of 6¢ per mile.

Students who are employed by the College as drivers are permitted to drive State vehicles provided that clearance is obtained from the Security Office prior to the trip being made. Use of a College vehicle requires a valid Maryland Drivers License.

X. Weekly Calendar of Events

The Weekly Calendar is distributed by the Director of the College Center on Thursday of each week. Copies for the faculty are placed in their departmental mailboxes. Each calendar covers a nine-day period from Friday through the following Sunday. The calendar may be used to announce all meetings and special events and is used by the College to have facilities opened at the proper time. The deadline for entries in the Weekly Calendar is 12:00 noon on Tuesdays.

Y. State Lines

The official weekly newsletter of the College, State Lines, is published by the Office of the Director of Information and Public Services. State Lines is distributed on Monday of each week and may be used to communicate news of interest to the College community. Faculty members are encouraged to submit information concerning activities, such as meetings or conventions attended, research, publications, etc. The deadline for entries in State Lines is Thursday, noon.

PART VI. APPENDICES

APPENDICES

A. Table of Organization

B. Faculty Member's Contract

C. Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges Under The Jurisdiction of the Board of Trustees of the State Colleges

D. Affirmative Action Program

E. College Forum Constitution

F. Senate Charter

G. Committee Charters

H. College Planning Council Charter

I. Faculty Assembly Constitution and Faculty Assembly Committee Charters

J. Graduate Studies Committee Charter

K. Teachers' Retirement System of the State of Maryland

L. Blue Cross-Blue Shield Coverage Chart

M. How Your Series E Savings Bonds Grow

N. Procedures for Processing Special Grant Projects

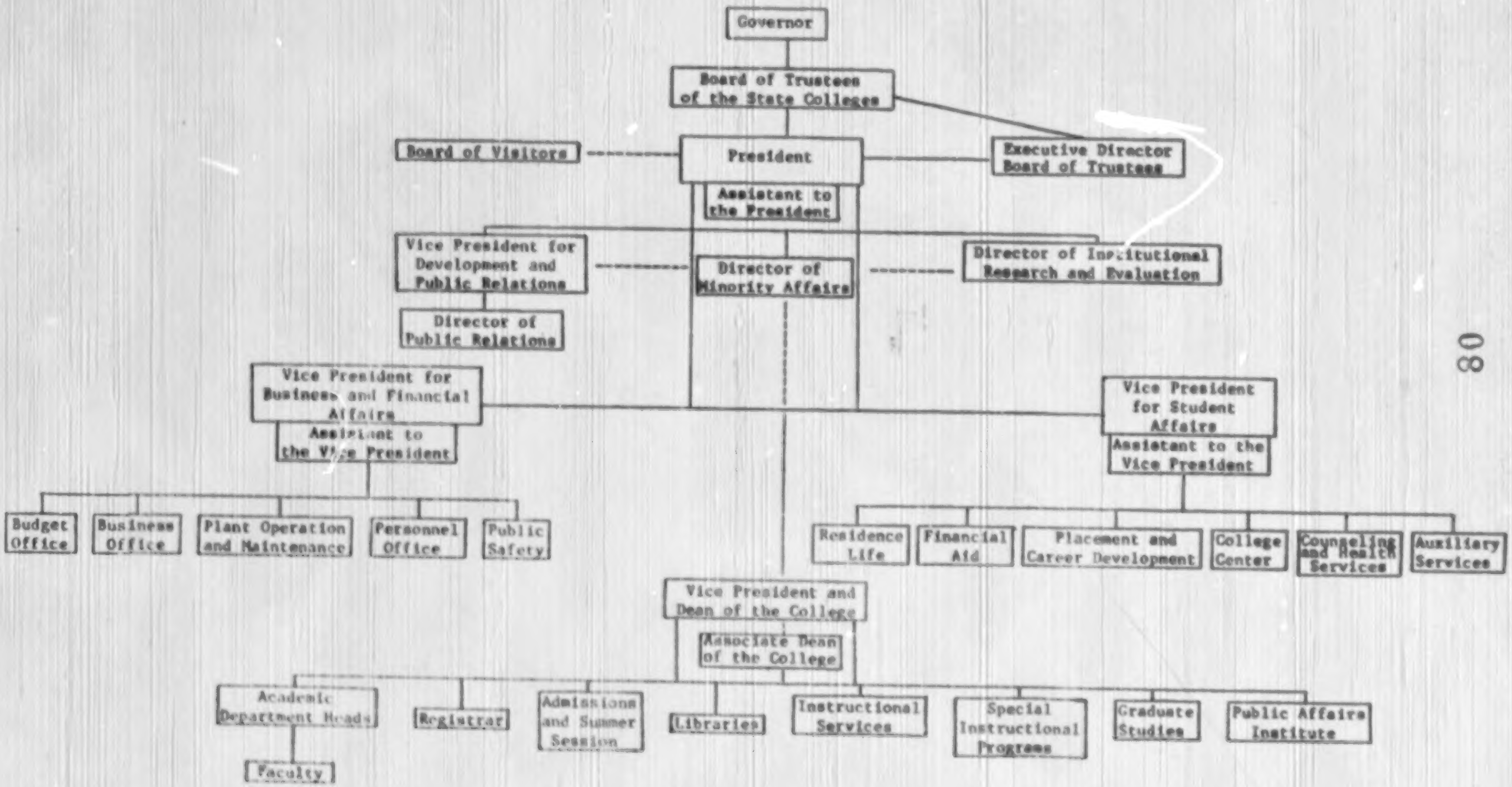
O. Bulk Mail Permit

P. Qualifications to Register to Vote in the State of Maryland

APPENDIX A

FROSTBURG STATE COLLEGE -- ADMINISTRATIVE ORGANIZATION

JULY, 1975


Governor
Board of Trustees of the State Colleges
Board of Visitors
President
Executive Director Board of Trustees
Assistant to the President
Vice President for Development and Public Relations
Director of Minority Affairs
Director of Institutional Research and Evaluation
Director of Public Relations
Vice President for Business and Financial Affairs
Assistant to the Vice President
Vice President for Student Affairs
Assistant to the Vice President
Budget Office
Business Office
Plant Operation and Maintenance
Personnel Office
Public Safety
Residence Life
Financial Aid
Placement and Career Development
College Center
Counseling and Health Services
Auxiliary Services
Vice President and Dean of the College
Associate Dean of the College
Academic Department Heads
Faculty
Registrar
Admissions and Summer Session
Libraries
Instructional Services
Special Instructional Programs
Graduate Studies
Public Affairs Institute

APPENDIX B

FACULTY MEMBER'S CONTRACT

STATE COLLEGES OF MARYLAND

STATE OF MARYLAND .... State College

THIS AGREEMENT, made this .... day of ...., 19........, by and between the BOARD OF TRUSTEES OF THE STATE COLLEGES OF MARYLAND (hereinafter called "Board") and .... (hereinafter called "Faculty Member")
(Name of faculty member)

WITNESSETH:

1. **Appointment and Position.**

The BOARD does hereby appoint the FACULTY MEMBER indicated above as .... of ....to teach
Rank (e.g., Assistant Professor) (Discipline)
at .... State College at a salary of ...., for a period of .... months beginning ...., 19........ and ending ...., 19........
The teaching assignment of said FACULTY MEMBER shall be determined by the President at the State College and approved by the BOARD.

2. **General Conditions Governing Academic Freedom and Tenure.**

The FACULTY MEMBER will enjoy the rights and be subject to the provisions of the BOARD'S *Regulations and Procedures Governing Academic Freedom and Tenure* as the same may be amended from time to time. A current copy of these *Regulations and Procedures* has been furnished to the FACULTY MEMBER along with this contract and has been read by him prior to his affixing his signature thereto.

3. **Special Conditions.**

a. The FACULTY MEMBER shall become a member of the Teachers' Retirement System of the State of Maryland as required by law.

b. The FACULTY MEMBER shall not vacate his appointment during the school year, except in case of emergency. If the FACULTY MEMBER desires to terminate this Agreement for the succeeding year, he shall give written notice of termination to the President of the college no later than May 15. In cases of hardship or emergency, the college may, but shall not be compelled to, waive the notice requirement.

c. The FACULTY MEMBER shall be entitled to the same sick leave benefits per month as are provided for all State Merit System employees supplemented by whatever additional benefits the college may from time to time provide.

d. The **FACULTY MEMBER**, with the written consent of the President, may engage in limited employment for remuneration outside the college or carry a limited amount of part-time graduate work during the regular academic year provided that such activities on the part of the FACULTY MEMBER would not unduly interfere with the FACULTY MEMBER'S duties at the college.

4. Additional Conditions.

* * * * * * * * * * * * * *

Date of signing this contract ...., 19.........

WITNESS OUR HANDS:

SEAL

....
Faculty member

....
President of the College

....
Chairman or Executive Director
Board of Trustees of the State Colleges

APPENDIX C

REGULATIONS AND PROCEDURES GOVERNING ACADEMIC FREEDOM AND TENURE IN THE MARYLAND STATE COLLEGES UNDER THE JURISDICTION OF THE BOARD OF TRUSTEES OF THE STATE COLLEGES

Preamble

These Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges form a part of the employment contract entered into between the Board of Trustees of the State Colleges and the faculty members appointed by said Board. The term "faculty member" as used in these Regulations and Procedures shall mean persons appointed to full-time teaching and/or faculty research positions at the State Colleges.

These Regulations and Procedures may be amended from time to time by the Board and shall be applicable to all faculty members as and when amended, except that a faculty member's attainment of tenure shall in all cases be determined by the regulations of the Board in force at the time of his initial appointment.

Article One

Faculty members shall enjoy full freedom in research, publication, and teaching within the academic disciplines of their competence, provided that such research and/or publication does not interfere with their performance of assigned duties.

A faculty member is a citizen, a member of a learned profession, and an officer of the State College to which he is appointed. When he speaks or writes as a citizen, he shall be free from institutional censorship or discipline, but his special position at the college imposes special obligations. Accordingly, a faculty member must be an authorized spokesman for an institution when professing to speak for that institution or for any division or department thereof.

Article Two

Pursuant to the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure and to the 1958 Statement on Recommended Institutional Regulations on Academic Freedom and Tenure, the Board establishes the following Regulations and Procedures to implement those principles.

Section One. The Board recognizes that financial security is necessary to enable faculty members to render maximum service to the institutions where they are appointed. To establish such security, faculty members appointed for the academic year commencing September 1970 and thereafter shall attain permanent tenure at the college to which they are appointed in accordance with the following regulations:

1. The initial appointment shall be of a probationary nature, and shall be for a period extending to the end of the first academic year. Such probationary appointment shall be automatically renewable for additional periods of one full academic year each, unless the college president shall give written notice of the nonrenewal of appointment for any succeeding academic year as follows:
    a. Not later than March 1 during the initial period of probationary appointment (July 1 if the initial period of probationary appointment begins after January 15).
    b. Not later than December 15 during the second year of probationary appointment.
    c. Thereafter, not later than at least twelve (12) months prior to the expiration of an appointment.
2. In the case of an instructor, the total number of his annual probationary appointments (including the initial appointment even if less than one year) shall not exceed seven at that institution.

3. In the case of an assistant professor, the total number of his annual probationary appointments (including the initial appointment even if less than one year) shall not exceed four at that institution.

4. In the case of an associate professor and a full professor, the total number of their annual probationary appointments (including the initial appointment even if less than one year) shall not exceed three at that institution.

5. The length of probationary appointment shall be determined by the rank of the faculty member at the time of initial appointment; except that in the case of an instructor who is thereafter promoted, the length of his probationary appointment shall be determined by his rank at the time of said promotion with full credit granted for the total number of previous annual probationary appointments served as an instructor.

6. In every case, upon completion of the maximum number of probationary appointments, the faculty member shall attain permanent tenure. The Board may, in exceptional cases, decrease the length of the probationary period or, with the consent of the faculty member concerned, increase the length of the probationary period.

Section Two. After a faculty member has attained permanent tenure, he may not be dismissed except for reasons authorized by the laws of Maryland and in accordance with the procedures established by the Board.

Section Three. To ensure academic due process, a faculty member who has attained tenure or whose term of appointment has not expired may be dismissed only in accordance with the following procedures:

Procedural Standards

1. Preliminary Proceedings:

The appropriate college administrators ordinarily should discuss the matter with the faculty member concerned in personal conference. The matter may then be terminated by mutual consent. If an adjustment does not result, the college president will refer the matter to a standing committee to be established on each State College campus entitled the Faculty Mediation Committee which will consist of five tenured faculty members elected by secret ballot by the faculty of that college. This committee, charged with the function of rendering confidential advice in such situations, shall informally inquire into the situation to effect an adjustment if possible. If none is effected, the committee shall determine whether in its view formal proceedings to consider the faculty member's dismissal should be instituted. If the committee does recommend that such proceedings be instituted, or if the president of the college, even after considering a recommendation of the committee favorable to the faculty member concerned, expresses his conviction that such proceedings shall be instituted, action shall be commenced according to the procedures which follow. Except where there is disagreement between the college president and the committee, a statement with reasonable particularity of the grounds proposed for dismissal of the faculty member shall jointly be formulated by the college president and the committee. If there is disagreement, the statement shall be formulated by the college president or his designated representative. If this committee shall fail to take its final action within ten (10) academic working days after the matter has been referred to it, the college president may institute formal proceedings.

2. Formal Proceedings

The formal proceedings shall be commenced by the college president addressing a communication to the faculty member, said communication to include the following minimum information: (a) the statement with reasonable particularity of the grounds proposed for dismissal, (b) notice that, if he makes a written request to the college president for a hearing within five (5) days of receipt of the aforesaid communication, a hearing to determine whether the faculty member shall be dismissed will be conducted and, (c) information, either in detail or by reference to published regulations, of the procedural rights to be accorded the faculty member. The college president also will send a copy of said communication to the Executive Director of the Board for his information. Providing a written request for a hearing has been made by the faculty member to the college president within five (5) days of the faculty member's receipt of the aforesaid communication, the hearing shall be held within thirty (30) days but not sooner than fifteen (15) days after the receipt by the college president of the faculty member's request for a hearing. The hearing will be conducted on the faculty member's own college campus by a standing committee entitled the Faculty Hearing Committee which will consist of not less than five tenured faculty members elected by secret ballot by the faculty of that college. A faculty member elected to serve on the Faculty Mediation Committee shall not be eligible to serve on the Faculty Hearing Committee. The recommendations of the Faculty Hearing Committee shall be given within five (5) days of the hearing, shall be advisory only, and shall be forwarded to the college president, to the faculty member concerned, and to the Executive Director of the Board.

3. Role of the Board of Trustees:

After the recommendation of the Faculty Hearing Committee has been rendered to the Executive Director of the Board, or if there has been no request by the faculty member for a hearing before that committee (in which case the Faculty Hearing Committee shall make no recommendation), the college president may recommend to the Board that the faculty member be dismissed. The Board may not dismiss the faculty member unless the faculty member is furnished a copy of the charges against him and is provided an opportunity of being heard in person, or by counsel, in his own defense, before the Board upon not less than ten (10) days written notice. At this Board hearing, the faculty member concerned shall be entitled to be represented by counsel of his choosing, to be confronted by those who wish to give evidence against him, to cross-examine such witnesses concerning the evidence they present, and to summon witnesses and to produce documents on his own behalf. In all such cases the faculty member concerned shall be supplied with all papers and documents relevant to the case and held by the college administration, the Faculty Hearing Committee, the Board of Trustees, or any of them. A complete transcript of the hearing conducted by the Board of Trustees shall be maintained at Board expense and shall be furnished by the Board to the aggrieved faculty member and to the president of the institution who initiated the proceedings.

4. Suspension of the Faculty Member:

Suspension of the faculty member by the college president during any of the proceedings involving the faculty member is justified only if immediate harm to the faculty member or others is threatened by his continuance. Any such suspension imposed will be with pay, unless legal considerations forbid.

Section Four. When the employment of a tenured faculty member is to be terminated because of discontinuance of his position or because of lack of funds to pay his salary, notice must be given at least one year prior to the effective date of termination, and faculty members so terminated shall be classified as furloughed faculty in the inverse order of their termination. Furloughed faculty members shall be entitled to be appointed within two years of their termination to vacancies which exist, or which may develop, in the same academic discipline in any of the colleges under the jurisdiction of the Board, if they possess the professional qualifications announced as requisites for such positions. In making appointments from the furloughed list, due regard shall be given to seniority so that those first to be dismissed shall be first to be reappointed.

Article Three

In cases not involving dismissal, if a faculty member presents to the Faculty Mediation Committee in writing prima facie allegations of infringement of academic freedom as defined in Article One and/or in the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure, the Faculty Mediation Committee shall informally inquire into the situation to effect an adjustment, if possible. If no mutually agreeable adjustment is effected, the Faculty Mediation Committee shall make a recommendation on the matter to the Faculty Hearing Committee. The Faculty Hearing Committee shall conduct a hearing on the matter within a reasonable time after notifying all persons involved of the faculty member's allegation and the recommendations of the Faculty Mediation Committee. If the Faculty Hearing Committee concludes that there has been an infringement of academic freedom, a committee of the Board shall investigate the matter, and its decision shall be final.

At all stages of these proceedings, the burden of proof shall be upon the faculty member who has alleged infringement of academic freedom.

May 13, 1970

APPENDIX D

AFFIRMATIVE ACTION PROGRAM

Table of Contents

Page

Introduction.. 1

I. Policy.. 1

II. Responsibility for Implementation........................ 2
    A. President
    B. Affirmative Action Coordinator
    C. Administrative and Faculty Supervisors
    D. Personnel Office
    E. Minority Affairs Committee

III. Dissemination of Policy and Communication of Related Measures.. 4

IV. Affirmative Employment Practices........................ 5
    A. Employment Conditions, Terms, Benefits, and Compensation
    B. Goals and Timetables
    C. Recruitment and Hiring
    D. Classified Personnel Policies and Procedures
    E. Promotions
    F. Labor Relations
    G. Demotions, Layoffs, and Terminations
    H. Part-time Employment
    I. Pregnancy and Child Care Leaves.

V. Educational Programs and Services........................ 14

VI. Internal Audit and Reporting System........................ 15

VII. Supportive College and Community Programs................ 15

VIII. Construction Contractors, Sub-Contractors, Suppliers, and Purchasers.. 16

Appendices

A. Employment Composition Goals and Timetables
B. Synopsis of Laws, Orders, and Regulations Requiring Equal Employment and Affirmative Action
C. Relevant Excerpts from the "Maryland Plan for Completing the Desegregation of the Public Postsecondary Education Institutions in the State" (February 1974; Addendum, May 1974)
D. Relevant Record Forms: Applicant Flow Record, Recruitment Record
E. Directory of Special Recruitment Sources for Minorities and Women
F. Discrimination Complaint Procedure

AFFIRMATIVE ACTION PROGRAM

INTRODUCTION

This Affirmative Action Program reflects a morally and legally based commitment to assure equal employment opportunities at Frostburg State College for all persons, without regard to race, creed, color, sex, or national origin. Several members of the Frostburg State College community, including minority and women representatives from the faculty, administrative staff, classified personnel, and the student body, were involved in preparing various aspects of the Program. A similarly concerted effort on the part of the entire College community will be necessary to guarantee its effective implementation.

The Program was developed in accordance with the federal laws, orders, and regulatory guidelines governing the area of equal employment opportunity. Accordingly, the Program affords special emphasis to the correction of any employment practice or policy which, howeve[illegible]utral in intent and however fairly and impartially administered, may have a disparate or discriminatory effect on the employment opportunities of minorities or women. Consistent with this aim, the Program details special remedial efforts designed to eliminate any effects of past discrimination and to affirmatively assure in the future equal opportunities to minorities and women in all areas of the employment process: recruitment, selection, placement, testing, training, and promotional advancement.

Essential components of the Affirmative Action Program are: the projection of goals and timetables for improving the employment composition of minorities and women on the Frostburg State College personnel force; the specific responsibilities and lines of authority for effective implementation of the Program; the establishment of an on-going mechanism to review and revise all employment procedures to assure that they do not have discriminatory effect and that they aid in attaining employment composition goals; and, the development of systems to regularly monitor and measure Program progress.

I. POLICY

It is the policy of Frostburg State College to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, age, sex or national origin, and to promote the full realization of equal employment opportunities through a continuing affirmative action program. This policy shall be an integral part of every aspect of the employment process, including, but not limited to, the recruitment, selection, testing, training, promotional advancement, and treatment of employees.

II. RESPONSIBILITY FOR IMPLEMENTATION

A. President

The ultimate authority and responsibility for maintenance of the Affirmative Action Program and for all related decisions rests with the President of the College.

B. Affirmative Action Coordinator

The Director of Minority Affairs shall be appointed by the President as the Affirmative Action Coordinator and shall be charged with the coordination and monitoring of the implementation of the Affirmative Action Program. The duties of the Coordinator shall include, but not be limited to, the following:

(1) Administering the Affirmative Action Program as it relates to the recruitment, selection, training, and promotional advancement of minorities and women.

(2) Informing administrative and faculty supervisors of their responsibilities under the Affirmative Action Program, and under related legal requirements.

(3) Assisting administrative and faculty supervisors in the recruitment and selection of minority and women candidates to fill vacant positions.

(4) Coordinating the implementation of training and promotional advancement programs for minority and women employees.

(5) Assisting the President, administrative and faculty supervisors, as well as appropriate committees and other bodies, in the identification of problem areas and the development of solutions to problems so identified.

(6) Designing and implementing internal audit and reporting systems to measure program effectiveness, to indicate need for remedial action, and to determine the degree to which the College's goals and objectives have been attained.

(7) Preparing Affirmative Action progress reports at least annually and generally informing the College

community of legal developments in the entire equal employment area.

(8) Serving as liaison between the College administration and internal and external groups and agencies concerned with employment opportunities of women and minorities.

C. Administrative and Faculty Supervisors

Each administrative and faculty supervisor is responsible for insuring full compliance with the Affirmative Action Program. As with other institutional policies of major importance and priority, compliance efforts will be considered as a criterion in the evaluation of the job performance of each administrator and faculty member who has responsibilities in the recruitment and selection process. Moreover, a Department's failure to fully comply with the Affirmative Action Program may result in the administrative allocation of vacant or new positions to a Department which, besides showing sufficient need for the position, has manifested an intention to fully comply with the Affirmative Action Program.

The specific responsibilities of administrative and faculty supervisors shall include, but not be limited to, the following:

(1) Working with the Affirmative Action Coordinator in the identification of problem areas and in the development of solutions to problems that are identified.

(2) Collecting and organizing data, including those necessary for auditing patterns of recruitment, employment and promotion, and regularly reporting such data to the Affirmative Action Coordinator.

(3) Reviewing qualifications of all employees within the Department to insure that minorities and women are given full opportunities for transfers and promotional advancement.

(4) Assuring by means of affirmative efforts that minority and women applicants are solicited in the recruitment process for all vacant and new positions.

(5) Conducting regular discussions with Department employees to encourage cooperation with affirmative action measures.

D. Personnel Office

Although all supervisors are charged with the responsibility of complying with provisions of the Affirmative Action Program, those pertaining strictly to classified personnel shall be the major responsibility of the Personnel Office. In cooperation with the Affirmative Action Coordinator, the Personnel Office shall formulate, audit, and report upon policies regarding classified employees.

E. Minority Affairs Committee

The Minority Affairs Committee, in addition to its other responsibilities, shall work on a continuing basis with the Affirmative Action Coordinator on matters relating to the coordination and implementation of Affirmative Action measures. Members of the committee shall be appointed annually by the President and shall include minority and women representatives of the College community.

Besides advising the Affirmative Action Coordinator on matters relating to the coordination and implementation of Affirmative Action measures, the Minority Affairs Committee shall serve as the apparatus to investigate and adjudicate individual complaints of discrimination, in accordance with the procedure set forth in the Appendix.

III. DISSEMINATION OF POLICY AND COMMUNICATION OF RELATED MEASURES

The College's Affirmative Action Program shall be widely disseminated within the College and the surrounding community. The following measures shall be among those taken by the Affirmative Action Coordinator to insure broad dissemination of policy and widespread understanding of the College's commitment to equal employment opportunities:

(1) Arrangements will be made to discuss all aspects of the Affirmative Action Program and related legal guidelines, in meetings of the administrative staff, faculty department heads, and other appropriate College groups and organizations.

(2) The policy described in Section I shall be published in appropriate College bulletins and publications, and copies shall be distributed for posting on bulletin boards.

(3) Employee organizations, community organizations, recruitment sources, prospective employees, and local media shall be informed of the Affirmative Action

Program, and their cooperation and implementation of the Program shall be encouraged.

(4) The Affirmative Action Coordinator shall issue periodic reports for publication in State Lines about Affirmative Action progress and developments. These reports shall be distributed to all College offices and departments and local news media, and shall be available to any member of the College community upon request.

IV. AFFIRMATIVE EMPLOYMENT PRACTICES

A. Employment Conditions, Terms, Benefits, and Compensation

Employment conditions, terms, benefits, and compensation shall be administered and granted in accordance with bona fide job-related factors, and without regard to race, color, creed, national origin, or sex. Similarly, the College shall not discriminate on such bases in its work assignments or classifications; nor in the provision of training or use of facilities, or assignments to committees and other bodies. Also, there shall be no discrimination based on age except in compliance with retirement plans, or pertinent State and Federal laws or guidelines.

All employees are entitled to information regarding employment conditions, terms, benefits and compensation. Administrative and classified personnel should direct their inquiries to the Personnel Office. Faculty members should refer to Section II of the "Faculty Handbook" for policies and procedures governing appointment, retention, salary increments, promotion, and tenure. Part-time faculty, interested in information regarding compensation rates and benefits, are directed to the Dean's Office.

B. Goals and Timetables

An essential ingredient of the Affirmative Action Program is the establishment of measurable goals and reasonable timetables for assuring equitable utilization of minorities and women in all major job classifications in the College's personnel force. Specific numerical goals for minority and women employment composition are set for attainment by academic year 1979-80, along with a series of annual intermediate targets, which will serve as indicators of the College's progress in achieving its long-range goals.

The Affirmative Action Task Force, appointed by the President to develop the Affirmative Action Program, proceeded in the following manner in determining the goals and timetables:

(1) A survey of the existing work force, the administrative staff, faculty, and classified personnel, was conducted to identify the number and percentage of minority and women employees currently employed in each major job classification. (See Appendix: "Employment Composition Goals and Timetables") For all major job classifications, employment data included the total number of male and female incumbents, and the total number of male and female incumbents broken down into each of the following groups: Black Americans, Spanish Sur-named Americans, American Indians, and Asian Americans. The major job classifications for purposes of the existing work-force analysis, are: executives and administrators, faculty, professional librarians, professional non-instructional, office clerical and secretarial, technical and para-professional, and maintenance and service workers. With respect to the faculty classification, employment data was collected for full-time faculty, by rank and salary range, and further sub-divided by department (also by rank and salary range).

(2) On the basis of the inventory data, a determination was made of the extent of "under-utilization" of minorities or women for each major job classification. "Under-utilization" is defined as having fewer minorities or women in a particular job classification than would reasonably be expected by their availability in the external work force. This utilization analysis was conducted by: (a) determining the relevant labor market area for each major job classification, which is "national" for faculty and administrative staff positions, "State-wide" for certain tachnical and administrative positions governed by the State Department of Personnel procedures, and, "local" for most classified personnel positions; and, (b) by referring to relevant Bureau of Census reports, and other manpower studies and statistical reports, to determine the labor market availability of minorities and women with requisite job skills.

(3) All administrative and faculty supervisors were interviewed by members of the Task Force with respect to policies, practices, and procedures for recruitment, selection, and promotion, and regarding anticipated

turnover, expansion, and contraction in the foreseeable future in their respective employee units. With respect to employment figures pertaining to anticipated turnover and acquisition of new positions, qualifications were made based upon available institutional research data pertaining to: the 1980 student registration projections; actual turnover during the past four years; and, the ratio of positions approved to positions entitled in accordance with relevant staffing formulas of the Board of Trustees, the Department of Personnel, and the Budget Bureau. Further qualifications were made with respect to anticipated personnel budgetary projections.

(4) Since goals and timetables, and the entire Affirmative Action Program, are designed to correct deficiencies in the utilization of minorities and women, the Task Force through the interview process mentioned above, and subsequent analysis, attempted to identify the cause of under-utilization. Although further study in this area will be conducted by the Affirmative Action Coordinator and the Minority Affairs Committee, preliminary indications are that the major cause of under-utilization revolves around inadequate recruitment efforts on the part of several administrative offices and faculty departments.

(5) Specific measures to improve the employment composition of minorities in each of the State colleges, including Frostburg, are set forth in the "Maryland Plan for Completing the Desegregation of the Public Post-Secondary Education Institutions in the State" (February, 1974, addendum May, 1974). Because of the relatively preemptive nature of this document with respect to minority employment composition, the Task Force has seriously considered relevant excerpts of the Plan, (reproduced in the Appendix) in the process of developing the goals and timetables set forth in the Appendix.

C. Recruitment and Hiring

The matters treated in this section deal primarily with the recruitment and selection process of administrators and faculty, including librarians, rather than classified personnel, for two reasons. First, the goals attributed to the administrative, faculty, and librarian job classifications reflect a "national" labor market availability; whereas with respect to classified personnel, the labor market, for the most part, is "local". Secondly, the College has more direct control over the employment policies, procedures, and practices as they pertain to the recruitment and hiring of administrators, faculty, and librarians; the State Department of Personnel, on the other hand, governs through its regulations the recruitment and selection activities of classified personnel positions.

Although an examination of relevant classified personnel policies and procedures has preliminarily indicated satisfactory compliance with equal employment opportunity measures, actual employment practices, particularly as they pertain to improving minority and women employment composition, will be carefully monitored by the Personnel Office in conjunction with the Affirmative Action Coordinator (see Sections II-B and II-C, above). Furthermore, areas requiring the special attention of the State Department of Personnel have been identified and will be recommended to that agency for review (see Section IV-D, below).

In order to meet the employment composition goals and timetables set forth in the Appendix, the following measures should be carefully observed by administrative and faculty supervisors:

(1) When a vacancy in an existing position is anticipated, or when a new position is approved, the supervisor should notify the Affirmative Action Coordinator in writing, describing the nature of the position, the rank or title, the range of compensation, and special educational qualifications, training, and experience required or preferred for the position. After conferring with the supervisors and department or staff members involved in the recruitment process for the position in question, and the Assistant to the President (for advice as to the legal implications), the Affirmative Action Coordinator will then advise the recruiting department or office as to whether the specific qualifications required or preferred reasonably relate to the job to be performed, which is essential under Federal Equal Employment regulations. For example, if a faculty department indicates that only persons possessing a doctoral degree and having at least five years college teaching experience will be considered for a position in the department to teach strictly survey courses, such qualifications may be suspect as not being reasonably related to the job to be performed. If after thorough examination

and consultation on the matter, a modification of the job description is deemed advisable, the Affirmative Action Coordinator will make such a recommendation to the supervisor(s) involved, and, if necessary, to the President.

After the determination is made with respect to the job qualifications, the Affirmative Action Coordinator will assist the recruiting office or department in identifying appropriate recruitment sources which will likely attract qualified minority and women applicants.

To draw minorities and women into the recruitment process, the recruitment search network must be expanded to include the following types of sources:

(a) advertisements in appropriate professional journals and job registries;

(b) unsolicited applications or inquiries;

(c) women teaching at predominantly women's colleges, minorities teaching at predominantly minority colleges;

(d) minorities or women professionally engaged in non-academic positions, such as industry, government, law firms;

(e) professional women and minorities working at independent research institutions and libraries;

(f) professional minorities and women who have received significant grants or professional recognition;

(g) women and minorities already at the institution and working in a part-time capacity;

(h) minority and women masters and doctoral recipients who are not presently using their professional training;

(i) women and minorities presently pursuing graduate degrees who show promise of outstanding achievement;

(j) minorities and women listed in relevant professional files, registries and data banks; including those that have made a particularly conscientious effort to locate women and minorities. (See the Appendix for a directory listing helpful recruitment sources.)

Supervisors must actively recruit women and minorities for each vacant position if the college is to meet the employment composition goals within the specified time-frames. Federal equal employment regulations do not require that institutional recruitment be limited to minority and women sources, but rather that an affirmative effort be made to augment traditional recruitment sources in order to draw qualified women and minorities into the institution's recruitment process. The recruitment sources listed above constitute additions to, and not substitutions for, regular recruitment sources. However, if a faculty department registers openings with certain college and university placement offices which graduate predominantly white males, then similar efforts must be made to reach institutions with a high proportion of minorities and with a high proportion of women among their graduate student population.

(2) Each administrative and faculty supervisor shall maintain written records of the recruitment and selection process for its position openings. Records for each position shall include information about advertising, the nature and extent of the recruitment search, applications received, letters of rejection or appointment, and any specific steps for recruitment. Along these lines, each supervisor shall maintain an "Applicant Flow Record" and "Recruitment Reports" (see the Appendix for sample forms) to assist the Affirmative Action Coordinator in analyzing and monitoring the recruitment process. Additionally, supervisors are expected to maintain "Affirmative Action Files" of minority and female applicants not hired who are potential candidates for future openings; these candidates must be reconsidered when openings do materialize. These records and files, in addition to others that may be devised, shall be maintained for a period of at least two years and shall be available upon request to the Affirmative Action Coordinator or the Minority Affairs Committee.

(3) In the hiring process, decisions about applicants shall be made on the basis of job-related criteria such as ability, experience and qualifications. The Affirmative Action Program, and the laws and regulations upon which it is based, do not require that each opening must be

filled with a minority person or a woman. However, under relevant Federal guidelines, each supervisor has the burden of establishing by detailed documentation that it has made a good faith affirmative effort to recruit minorities and women for position openings. In fact, with respect to minorities, the Maryland Desegregation Plan (relevant excerpts of which are set forth in the Appendix) states in pertinent part:

> "In recommending appointments of faculty and staff to the Board of Trustees, the President of each College will be required to put the burden of proof on departmental and unit heads to document that active and imaginative steps have been taken to recruit qualified minorities."

(4) Consistent with the objectives set forth in the Maryland Desegregation Plan, the College will encourage innovative recruitment programs, such as exchange programs with the faculties of minority institutions. Also, the College will vigorously press for the implementation of such programs as: minority faculty chairs; and, system-wide minority faculty contracts whereby minority faculty members would be jointly assigned on a rotating basis to both predominantly white and predominantly minority state colleges. Furthermore, the College shall encourage training and internship programs, particularly those designed to enlarge the number of women or minorities in the recruitment pool for job categories in which these groups are underemployed.

(5) The College shall continue its efforts to encourage both under-graduate and graduate minority student enrollment and to develop new or expanded recruitment sources. Faculty departments are urged to find ways to stimulate minority interest in careers where there is low minority participation; and to encourage the interest of women in what traditionally have been considered "male" career fields, and that of men in what traditionally have been considered "female" fields.

(6) Applicants for all personnel openings, including classified positions, shall be considered without regard to their marital or family status. Also, administrative and faculty supervisors are reminded that a de facto policy or practice against hiring

a member of the same family of a person who is already employed by the College tends to have a disproportionate, discriminatory effect on employment of women and, therefore, would be in violation of both college policy and federal equal employment regulations. However, pursuant to State Department of Personnel regulations, employment of two members of the same family in one office or department should be avoided where one family member exercises supervisory control over, or posses upon the promotion of, the other family member.

(7) All advertisements, publications, and written inquiries in matters of recruitment and employment shall contain the statement: "An Equal Opportunity/ Affirmative Action Employer".

(8) Administrative and faculty supervisors are urged to utilize minorities and women in the recruitment process e.g. for example, assignment to departmental search committees.

(9) In addition to closely monitoring the actual recruitment process, the Affirmative Action Coordinator, in conjunction with the Minority Affairs Committee, will identify, analyze, and monitor every step of the selection and appointment process, including, where deemed advisable by the supervisor, actual participation in on-campus interview sessions, for the purpose of assuring the effective implementation of affirmative action measures. In this regard, close attention will be paid to identifying and remedying any standard or practice that has an adverse impact on minorities or women. This would be indicated, for example, by exclusion or rejection of a significantly higher proportion of such groups compared to others. Moreover, the Minority Affairs Committee will conduct job analyses, similar in manner to the procedure described in Section IV-C, Paragraph (1), to determine whether job qualifications and hiring standards reflect major job functions and do not require higher qualifications than would be reasonably necessary to perform the job.

D. Classified Personnel Policies and Procedures

As noted in Section IV-C, the Affirmative Action Task Force has reviewed the State Department of Personnel policies and procedures which govern the recruitment and selection of classified employees in order to determine whether any feature may tend to have a disproportionate, discriminatory effect on minorities or women. As a result of this review, the Minority Affairs Committee will contact the State Department of Personnel to obtain assurance that all tests for classified employees at the College have been validated, i.e. examined for job-relatedness, in accordance with Equal Employment Opportunity Commission's Selection Guidelines. Furthermore, the Committee will examine classified employee practices over which the College has control. In particular, occupational qualifications will be reviewed and personnel application forms will be examined to determine whether either may tend to have a discriminatory effect on minorities and women.

E. Promotions

Promotions for all positions, classified and unclassified, shall be made on the basis of job-related criteria, e.g., training, ability, experience, performance, and, in the case of classified employees, seniority and relative place on the eligibility list. Under State Department of Personnel regulations, supervisors of classified employees are currently required to submit to the College's Personnel Office written justification when apparently qualified classified employees are passed over for transfer or promotion. Minority or women employees in non-classified positions who feel that they have been unjustifiably passed over for upgrading or promotion may refer the matter to the Minority Affairs Committee, which, if the circumstances warrant, may require a written justification from the supervisor involved and attempt to reconcile the matter with the parties concerned. Additionally, all criteria, which are used as a basis for promotion, including formal evaluation programs, will be subject to review by the Minority Affairs Committee to determine whether they are in conformance with pertinent Federal regulatory guidelines, particularly the Equal Employment Opportunity Commission's Selection Guidelines.

F. Labor Relations

Any future agreements between the College and its recognized employee organizations shall contain a provision that within such organizations there shall be no discrimination, restraint or coercion against any employee because of race, color, creed, national origin, sex, or age.

G. Demotions, Layoffs, and Terminations

Demotions, layoffs, and terminations shall be made on a non-discriminatory basis and all employees shall be informed of related policies or practices.

H. Part-time Employment

Part-time employees, like full-time employees, shall be hired, paid, assigned duties, and terminated, in accordance with job-related criteria, e.g. ability, experience, qualifications, job performance, and, in the case of classified employees, pertinent State Department of Personnel regulations. Examination of the existing compensation scale for part-time faculty members indicates needed revision to bring it in line with pertinent provisions of the Equal Pay Act of 1963, which, through Title IX of the Education Amendments Act of 1972, was extended to academic and administrative personnel in institutions of higher education. Specifically, since a substantial majority of part-time faculty members teaching undergraduate courses are women, and there is a significant disparity in compensation per credit hours taught between part-time and full-time status, the College should review this matter with appropriate state agencies so as to avoid possible adverse legal action by the United States Department of Labor.

I. Pregnancy and Child/Care Leaves

In compliance with Federal law, all College physical disability plans shall apply to cases of disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom, on the same basis as they apply to any other temporary physical disabilities. In addition, employees are entitled to paid sick leave, and, assuming accumulated sick leave has been exhausted, extended leave of absence without pay for physical disabilities related to pregnancy and childbirth. Under any leave of absence plan which permits leave for personal reasons, child-care shall be considered grounds for such leave and shall be available to men and women on an equal basis, subject to the usual approval process.

V. EDUCATIONAL PROGRAMS AND SERVICES

No student shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any educational program of the College on the basis of race, color, creed, national origin, age or sex. Special efforts pertaining to the recruitment, admissions, enrollment, financial aid, and other similar educational programs and services, designed to increase minority student presence at the College are set forth in detail in the Maryland Desegregation Plan. The College's Minority Affairs Committee is charged with monitoring and evaluating the implementation of the measures set forth in the Maryland Desegregation Plan.

VI. INTERNAL AUDIT AND REPORTING SYSTEM

An internal reporting system to continually audit, monitor and evaluate progress is essential for a successful Affirmative Action Program. The Affirmative Action Coordinator, in conjunction with the Minority Affairs Committee, is responsible for designing and implementing this system. As indicated in Section IV-C, each supervisor is responsible for maintaining on a current basis the "Applicant Flow" record and the "Recruitment Report". Additionally, supervisors will be required to furnish annual reports to the Affirmative Action Coordinator for monitoring and evaluation purposes. The annual reports should include the following information (appropriate forms will be provided for reporting purposes):

- Records on applicant flow and each step of the selection process: hires, placements, promotions, by race, national origin and sex.
- Sources of referrals and hires by race, national origin, and sex.
- Resignations, layoffs and dismissals by race, national origin and sex.
- Progress of the office or department in light of the Affirmative Action Program goals and timetables.

VII. SUPPORTIVE COLLEGE AND COMMUNITY PROGRAMS

The College, through the coordination of the Affirmative Action Coordinator, shall undertake the following efforts to enhance the equal employment opportunities of minorities and women:

(1) Conduct training sessions with supervisors to familiarize them with the legal responsibilities under relevant laws, orders and regulatory guidelines and to assist them in meeting objectives of the Affirmative Action Program.

(2) Provide for the establishment of training and education programs, e.g. with the Center for Management Development, designed to provide maximum opportunity for employees to advance so as to perform at their highest potential.

(3) Communicate meaningful information on upward mobility programs and opportunities to employees.

(4) Actively support community equal housing efforts; assist employees who are unable to obtain suitable housing, since such inability may act as a barrier to acceptance of employment for which they are qualified.

(5) Explore feasible means for providing suitable child-day care centers for employees by cooperating with community groups in the establishment of such centers or, alternatively, establishing such a center on campus.

(6) Establish continuing, productive relationships with minority and women's organizations in the community.

(7) Work with local technical and vocational schools, and high schools to develop curriculum and training to equip students for jobs, particularly classified personnel positions, at the College.

(8) Participate in special programs, employment and training for the economically or educationally disadvantaged, such as the Comprehensive Employment Training Act (CETA), Public Employment Program (PEP), and Neighborhood Youth Corps (NYC); employ economically disadvantaged secondary and college students during the summer under Summer Aid, Stay-In School, and Cooperative Work-Study Programs.

VIII. CONSTRUCTION CONTRACTORS, SUB-CONTRACTORS, SUPPLIERS, AND PURCHASERS

No contract, sub-contract or order shall be awarded to a firm or organization found to be in violation of state or federal nondiscrimination requirements.

A. Construction

Federal and state law and regulations require that construction contractors and sub-contractors doing business with the State show by written commitment that they are equal opportunity employers. The State law governing the awarding of construction contracts and sub-contracts by the Board of Public Works requires that all such contracts and sub-contracts contain provisions obligating the parties not to discriminate in any manner against any employee applicant or for employment because of race, creed, color or national origin. Remedies for violation of this anti-discrimination clause include revocation of the contract by the State.

B. Supplies and Purchases

All suppliers of goods and services to the College shall be notified of the College's affirmative action policy. All formal contracts shall include an equal opportunity clause; failure to comply with this provision could result in either avoidance or non-renewal of the contract in question. Arrangements will also be to have all purchase orders include this statement: "By acceptance of this contract, the supplier represents that it will comply with the Equal Employment Opportunity laws and regulations as such now exist or hereafter provide."

Employment Composition Goals and Timetables

Job Classification	1974-75 (Actual)				1975-76				1976-77				1977-78				1978-79				1979-80			
	Minorities		Women		Minorities		Women		Minorities		Women		Minorities		Women		Minorities		Women		Minorities		Women	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Faculty	7	4	40	23	9	5	48	26	12	6	59	30	14	7	68	34	18	9	77	38	21	10	83	40
Professional Librarians	0	0	12	80	0	2	12	80	1	4	12	80	1	6	12	80	1	8	12	80	2	10	12	80
Executives and Administrators	6	14	11	26	6	14	11	26	6	14	12	27	7	16	12	28	7	16	13	29	8	17	14	30
Classified Employees	2	1	151	55	3	1	169	55	7	2	200	55	7	2	207	55	11	3	193	55	11	3	194	55

NOTE: Minorities—All male and female Black/Afro Americans, Spanish Americans, Asian Americans, and American Indians (see below for definitions). Employment of a minority woman would be reflected for goal achievement purposes in the minority and women categories.

Definitions of race and national origin categories are based upon Equal Employment Opportunity Commission's designations:

"Black/Afro American": persons of black African descent as well as those of the black race identified as Jamaican, Trinidadian, and West Indian
"Spanish American": persons of Mexican, Puerto Rican, Cuban, Latin American, or Spanish descent
"Asian American": persons of Japanese, Chinese, Korean, or Philippine descent or whose appearance reveal Oriental or Polynesian origins
"American Indian": persons who identify themselves as native Americans or are known as such by virtue of tribal association
"White and Other": persons of Indo-European descent, including Pakistani and East Indians, and others not covered by the specific categories

APPENDIX E

CONSTITUTION OF THE COLLEGE FORUM

Article I Name

The name of the organization shall be the College Forum.

Article II Powers

1. The College Forum shall be the principal decision making body of the College for all matters relating to academic policies within the limitations imposed by the State of Maryland and the Board of Trustees of the Maryland State Colleges. The term "academic policies" includes content and organization of curriculum, and standards for the admission, retention, and graduation of students.

Article III Membership

1. The College Forum shall be composed of all members of the full-time teaching Faculty, the full-time professional Librarians, all full-time professional members of the Administration, the President of the Student Association, two graduate students, and one per 100 undergraduate students or major fraction thereof, the method of selection to be determined by the Student Association Executive Council and approved by the Student Senate.
2. All members of the organization shall be eligible for election to any office and for service on any committee of the College Forum, except as defined by legal obligations or by Article VI, Section 2, of this Constitution.

Article IV Officers

1. The officers of the College Forum shall be a Chairman, a Vice-Chairman, and a Secretary.

2. All officers shall be elected by receiving a majority of votes among the candidates who shall be nominated at the College Forum meeting in April or the Wednesday before spring vacation, at the discretion of the Chairman of the Forum. If no candidate receives a majority on the first ballot, run-off elections between the two candidates receiving the greatest number of votes shall be held. The term of office for all officers shall be one year, beginning the first day of the academic year. No officer may serve more than two consecutive terms in any given office. In case any office becomes vacant, a new officer shall be elected at the next meeting of the College Forum.

3. The Chairman shall preside at all meetings of the College Forum and perform other duties which may be designated by the membership. In the absence of the Chairman, the Vice-Chairman shall preside. In the event that neither of these officers is available, the College Forum shall elect a temporary presiding officer. The Secretary shall keep records of all business of the College Forum.

Article V Senate

1. The College Forum shall have a Senate.

2. The powers, membership, and procedures of the Senate shall be defined in a charter which must be approved by the College Forum by a majority of the members voting at a meeting of the College Forum.

Article VI Committees

1. The standing committees of the College Forum shall be:

Academic Standards
Admissions
Artists and Lecture Series
Athletic Activities
Building and Grounds
Curriculum
Fiscal
Library
Nominating
Teacher Education

2. The membership of all standing and ad hoc committees shall be composed only of elected and/or ex officio members. Committees may include as members students who are not members of the College Forum. Members of the Administration may only serve on committees in an ex officio status.

3. The powers of each standing committee shall be defined in the committee's charter which must be approved by the College Forum.

4. The amendment procedure in Article IX of this Constitution will be followed in decisions concerning the establishment or elimination of any standing committee except that only a majority vote of a quorum will be required.

Article VII Meetings

1. The College Forum shall hold three regular meetings: on the second Wednesday of September, February, and April, or the Wednesday before spring vacation at the discretion of the Chairman of the Forum. The time and place for each meeting is to be decided at the first meeting of each academic year. Any change from the specified time and place must be announced in writing to every member of the College Forum at least seventy-two hours in advance of the regular meeting.

2. A special meeting or meetings for the purpose of considering actions recalled from the College Senate may be called upon the notification of every member of the College Forum at least seventy-two hours in advance as to the exact time, place, and agenda. Upon presentation to

the presiding officer of a written request specifying time, place and items of business and signed by one-fifth of the membership of the College Forum, the presiding officer must call a special meeting. The presiding officer of the College Forum may also call a special meeting on his own initiative.

3. The first business of the agenda of any regular meeting shall be consideration of the Senate's actions.

4. Any members of the College Community who are not entitled to membership in the Forum, such as students and part-time staff, may attend meetings of the Forum as observers.

Article VIII Procedures

1. A quorum shall consist of all Forum members present.

2. If less than 50% of the Forum's members are present, only those matters on the agenda might be considered.

3. The parliamentary procedure at meetings of the College Forum shall be that of *Robert's Rules of Order Revised*.

4. A parliamentarian shall be appointed by the Chairman of the College Forum at the beginning of each academic year. The parliamentarian may serve more than two consecutive terms.

Article IX Amendment

1. These articles may be amended at any meeting of the College Forum by a two-thirds vote of the members present, provided that the amendment has been submitted in writing at the previous meeting and that a copy of the amendment has been provided for every member of the College Forum.

APPENDIX F

SENATE CHARTER

I. Powers

A. The Senate shall serve as the executive committee of the Forum and shall have delegated to it all of the powers of the Forum except as restricted by this charter or by the Constitution of the Forum.

II. Membership

A. The Senate shall be composed of 30 members: The Chairman of the Forum; five administrators, including the Dean of the College; ten students; ten faculty members, none of whom may be department chairmen; and four department chairmen.

B. The Senators shall be elected by the group they directly represent. Each group shall establish its own election procedures.

C. All Senate members shall be members of the Forum.

D. The term of each Senator shall be one year, but a Senator may be recalled by a majority vote of his constituency.

E. The Senate shall elect its own officers at the first annual meeting. The officers shall be Chairman, Vice-Chairman, and Secretary.

III. Procedures

A. The Senate shall have power to formulate general principles and minimum regulations respecting academic policies, including admissions, scholastic standing, requirements for degrees, teaching loads, calendar, and such related matters as are not elsewhere assigned within these regulations.

B. The Senate may take action for the Forum under the following conditions:

1. Any action taken by the Senate must be published to the members of the Forum for a period of ten school days before the action may be implemented.

2. During the ten-day period, recall sheets published with the actions may be submitted to the secretary of the Senate. For any action a request for recall submitted by 20 percent of the members of the Forum will require that the Senate withhold that action and bring the matter in question before a meeting of the Forum for its consideration.

3. If fewer than 20 percent of the Forum members register disapproval within the ten-day period, the actions of the Senate will be assumed to have the support of the Forum and will be implemented.

C. The Senate shall review actions taken by standing and ad hoc committees.

D. Any member of the Forum may submit items for the agenda of the Senate. These items must be in writing and should be given to the Secretary of the Senate.

E. Any member of the Forum may observe any meeting of the Senate, and may speak to a particular agenda item if, at least three days prior to the Senate meeting, he has notified the Chairman of the Senate of his desire to speak to a particular agenda item.

F. Individuals who are not members of the Forum may observe any meeting of the Senate, and may speak to a particular agenda item if, at least three days prior to the Senate meeting, he has received the approval of a majority of the Senate officers.

G. Chairmen (or appointed representatives) of the committees of the College Forum shall appear before the Senate when committee reports are to be presented or when committee actions are to be reviewed.

H. The Senate shall meet regularly once a month during the academic year. Special meetings may be called by the presiding officer on his own initiative or when petitioned by one-fifth of the Senate's membership. A quorum shall be two-thirds. The agenda of all regular and special meetings shall be published and distributed to the entire membership of the College Forum ten days prior to the meeting of the Senate; and the minutes of every meeting shall be published and distributed to the entire membership of the College Forum within one week after each meeting. The minutes shall include a list of the Senators present and absent and an indication of how each Senator voted on an issue where division of the House is called. While the agenda will be the order of business for the Senate meetings, this will not preclude new proposals of an emergency nature being made from the floor during the meeting and action being taken on them. Matters brought from the floor not on the agenda must have a 2/3 vote of those present and voting for passage.

I. The Senate may establish such by-laws as are necessary to govern the proceedings of the meeting of the Senate.

J. The meeting shall be conducted according to Robert's Rules of Order Revised.

APPENDIX G

CHARTER
OF
THE ACADEMIC STANDARDS COMMITTEE

ARTICLE I

Membership

Section 1. The Committee shall be composed of five faculty members elected by the College Forum; three students nominated by the Student Executive Council and elected by the College Forum; the Dean of Students; the Registrar; and the Associate Dean of the College.

Section 2. Initially, two faculty members shall serve a three-year term, two shall serve a two-year term, and one shall serve a one-year term. At the initial election, the two faculty members receiving the largest number of votes will serve a three-year term, the two receiving the next largest number of votes will serve a two-year term, and the one receiving the next largest number of votes will serve a one-year term. Subsequently, faculty members will serve on the Committee for three-year terms.

The student members will serve on the Committee for one-year terms.

Faculty and students shall be elected in the spring semester prior to the next academic year.

The Administrative members will serve on the Committee as ex officio members.

Section 3. When a faculty vacancy occurs, the College Forum shall, at the next meeting, elect a member of the faculty to fill the unexpired term.

When a student vacancy occurs, the College Forum shall, at its next meeting, elect a student to fill the unexpired term.

Section 4. Membership on the Academic Standards Committee begins with the first meeting of the academic year and extends through the last meeting of the Academic Standards Committee after the last summer session of that academic year.

ARTICLE II

Officers

Section 1. The Committee shall, at the first meeting of each academic year, elect a Chairman to serve for one year. Whenever a vacancy shall occur, the Committee shall, at its next meeting, elect a person to fill the unexpired term of the office.

Section 2. The Chairman shall preside at all meetings or appoint another member to preside, may call special meetings of the Committee, and shall, upon the written request of two members of the Committee, call special meetings of the Committee, and exercise other powers and duties normally exercised by Committee Chairmen.

Section 3. The Chairman or an appointed representative may appear before the College Forum to give reports.

Section 4. The College shall provide secretarial service to prepare and keep minutes of each meeting.

ARTICLE III

Jurisdiction

Section 1. The jurisdiction of the Committee includes:

(1) The formulation of academic standards, rules and regulations for presentation to the College Forum for its approval and adoption.

(2) The implementation of rules and regulations governing academic probation (Intermediate Division) and dismissal.

(3) The establishment of procedures for the reinstatement of former students.

(4) The consideration of all requests for exceptions to the established academic policies.

ARTICLE IV

Procedures

Section 1. A quorum shall consist of six members of the committee when concerned with College Policy. A quorum shall consist of four members when concerned with individual student records.

Section 2. All changes and additions to policy matters within the jurisdiction of the Committee concerning academic standards shall be brought before the College Forum for approval.

Section 3. The Committee will establish its own operational procedures, including meeting times, early in each academic year and any time thereafter when necessary.

Section 4. Student members shall participate fully in all meetings other than those which pertain to the review and evaluation of individual student records.

Section 5. All members of the Committee shall be voting members.

Section 6. Matters concerning college academic policy will be discussed during the regular academic year when all members are available.

ARTICLE V

Amendments

This charter may be amended at any meeting of the College Forum by a majority vote of the members present, provided that the amendment has been submitted in writing at the previous meeting and that a copy of the amendment has been provided for every member of the College Forum.

CHARTER
OF
ADMISSIONS COMMITTEE

ARTICLE I

Membership

Section 1. The Committee shall be composed of the Associate Dean of the College, a member of the Dean of Students staff to be appointed by the Dean of Students for one year, three students, the Dean and Director of Admissions, and five faculty members elected by the College Forum for a term of one year. The faculty members may be reelected for successive terms.

Section 2. The Office of Admissions shall supply a non-voting recorder to keep the minutes of the Committee and to record the action taken by the Committee in the appropriate student folder.

ARTICLE II

Officers

Section 1. The Committee shall, at the first meeting of each academic year, elect a chairman to serve for that academic year, except that whenever a vacancy shall occur, the Committee shall, at its next meeting, elect a person to fill the unexpired term of the office.

Section 2. The Chairman shall preside at all meetings or appoint another committee member to preside, call special meetings of the Committee, and exercise other powers and duties normally exercised by a committee chairman.

Section 3. The Committee may establish other officers or subcommittees.

ARTICLE III

Jurisdiction

Section 1. The jurisdiction of the Committee shall extend to:

a. The establishment of general standards of admission for all full-time undergraduate students within the guidelines for admission made by the Board of Trustees of the State Colleges of Maryland.

b. The establishment of general standards of admission for all part-time undergraduate students. All policy decisions must be reported to the College Senate for consideration and approval.

c. All other matters pertinent to the admission of undergraduate students.

ARTICLE IV

Procedures

Section 1. A quorum shall consist of five members of the Committee.

Section 2. The Committee shall be a policy-making Committee and will not need to render a decision on each application received by the Office of Admissions except when the Office of Admissions is unable to effect an appropriate admissions decision and requests a decision to be made by the Committee itself.

Section 3. The Committee may from time to time establish procedures not inconsistent with the admission standards of full- or part-time undergraduate students.

Section 4. Student members shall participate fully in all meetings other than those which pertain to the review and evaluation of student records.

ARTICLE V

Amendment Procedures

This charter may be amended at any meeting of the College Forum by a majority of the members present provided that the amendment has been submitted in writing at the previous meeting and that a copy of the amendment has been provided for each member of the College Forum.

CHARTER
OF
ATHLETIC ACTIVITIES COMMITTEE

ARTICLE I

Membership

Section 1. The Committee shall be composed of the Head of the Department of Health and Physical Education; Associate Head, Department of Health and Physical Education; four faculty members (who are neither members of the Department of Health and Physical Education nor coaches at the College) elected by the Forum, two for two-year terms and two for one-year terms; two students elected by the Forum and an exofficio member of the Dean of Students staff to be appointed for one year. Whenever a vacancy or vacancies shall occur among the members, the Forum shall at the next meeting, if possible, elect new members to serve the remainder of the unexpired term or terms.

ARTICLE II

Officers

Section 1. The Committee shall, at the first meeting of each academic year, elect a chairman and a secretary to serve terms of one year, respectively, except that whenever a vacancy shall occur in either or both offices, the Committee shall, at its next meeting, elect a person or persons to fill the unexpired term or terms of the officer or officers.

Section 2. The Chairman shall preside at all meetings or appoint another member to preside, may call special meetings of the Committee, and shall, upon the written application of two members of the Committee, call special meetings of the Committee and exercise other powers and duties normally exercised by committee chairmen.

Section 3. The Secretary shall prepare and keep the minutes of each meeting, subject to the approval of the Committee at the first convenient meeting, and exercise other powers and duties normally exercised by committee secretaries.

Section 4. One of the faculty members shall be elected by the Committee as "Faculty Representative" to perform tasks required by the N.A.I.A. and similar accrediting agencies.

Section 5. The Committee may establish other officers or sub-committees.

ARTICLE III

Jurisdiction

Section 1. The jurisdiction of the Committee shall extend to:

1) making of recommendations to the Forum on matters pertaining to the intercollegiate and intramural athletic programs for men and women.

2) the approving of intercollegiate sports schedules, awards, eligibility lists and post-season and tournament play.

3) the overseeing of the usage of athletic physical plant facilities.

4) the making of recommendations on program and physical plant expansion with regard to all intercollegiate and intramural sports activities.

5) the reviewing and making of recommendations concerning the intercollegiate and intramural athletic budgetary policies.

6) all other matters that the Forum shall deem appropriate to assign to the Committee.

ARTICLE IV

Procedures

Section 1. A quorum shall consist of six members of the Committee.

Section 2. All matters within the jurisdiction of the Committee shall be submitted to the Forum, which may approve, amend, or reject each action at a regularly scheduled meeting or at a special meeting.

Section 3. The Committee may establish procedures not inconsistent with the procedures established herein.

ARTICLE V

Amendments

The Forum may propose amendments to this Charter at any regularly scheduled meeting, which shall be valid when they have been ratified by the Forum at the next regularly scheduled meeting.

CHARTER
OF
BUILDINGS AND GROUNDS COMMITTEE

ARTICLE I

Membership

Section 1. The Committee shall be composed of five faculty members and one student, all elected by the College Forum, with the President of the College and the Head of Maintenance serving as ex officio members. Three of the faculty are to be elected for a one-year term and two for staggered or alternating two-year terms. The student member is to be elected for a one-year term.

ARTICLE II

Officers

Section 1. The Committee shall, at the first meeting of each academic year, elect a chairman and a secretary to serve terms of one year, respectively, except that whenever a vacancy shall occur in either or both offices, the Committee shall, at its next meeting, elect a person or persons to fill the unexpired term or terms of the office or officers.

Section 2. The Chairman shall preside at all meetings or appoint another member to preside, may call special meetings of the Committee, and shall, upon the written application of two members of the Committee, call special meetings of the Committee, and exercise other powers and duties normally exercised by committee chairmen.

Section 3. The Secretary shall prepare and keep the minutes of each meeting, subject to the approval of the Committee at the first convenient meeting, and exercise other powers and duties normally exercised by committee secretaries.

ARTICLE III

Jurisdiction

Section 1. The jurisdiction of the Committee shall extend to:

1) making recommendations to the Department of General Services and the State Board of Trustees upon the location of buildings, athletic fields and parking lots.

2) approve the naming of new buildings.

3) check the plans of proposed buildings as to architecture and functional design. This should be done in conjunction with the department concerned.

4) to help promote an over-all landscape plan for the college.

5) to help implement the long range plan of the College as suggested by Caudill, Rowlett and Scott or where necessary suggest alteration in the plan.

6) and to all other matters that the College Forum shall from time to time deem appropriate to assign to the Committee.

ARTICLE IV

Procedures

Section 1. A quorum shall consist of five members of the Committee.

Section 2. A meeting of the Committee may be called at any time deemed necessary by any department, the Forum or the administration.

Section 3. All matters requiring College Forum approval shall be brought before the Forum.

Section 4. The College Forum may suspend, alter, or abolish the procedures herein established at any regularly scheduled meeting or at a special meeting called upon notice of two class days.

Section 5. The Committee may from time to time establish procedures not inconsistent with the procedures established herein.

ARTICLE V

Amendments

The College Forum may propose amendments to this Charter at any regularly scheduled meeting, which shall be valid when they have been ratified by the College Forum at the next regularly scheduled meeting.

CHARTER
OF
CURRICULUM COMMITTEE

ARTICLE I

Membership

Section 1. The Committee shall be composed of the Dean of the College, ex officio, five faculty members and two students, in good academic standing, elected by the Forum.

Section 2. Three faculty members shall serve for three year terms, two faculty members shall serve for one year terms, and the two students shall serve for one year terms. One faculty three year term will become vacant annually; at the annual election, the faculty member receiving the largest number of votes will fill that three year term and the two faculty members receiving the next largest number will fill the one year terms. The faculty members elected to the Curriculum Committee, shall, as closely as possible, represent all areas of the academic community.

Section 3. Whenever a faculty vacancy occurs, the College Forum shall, at its next meeting, elect a member to fill the vacancy; the procedures in Section 2 shall be used in case of multiple vacancies.

Whenever a student vacancy occurs, the Student Association, at its next meeting shall elect a student to fill that vacancy.

ARTICLE II

Officers

Section 1. The Committee shall, at its first meeting of each academic year, elect a chairman and a secretary each to serve terms of one year, except that whenever a vacancy shall occur, the Committee shall, at its next meeting, elect a person to fill the unexpired term of the office.

Section 2. The Chairman shall preside at all meetings or appoint another member to preside, may call special meetings of the Committee, and shall, upon the written application of two members of the Committee, call special meetings of the Committee, and exercise other powers and duties normally exercised by committee chairmen.

Section 3. The Secretary shall prepare and keep the minutes which are subject to the approval of the Committee, and exercise other powers and duties normally exercised by committee secretaries.

Section 4. The Committee may establish other officers or subcommittees.

ARTICLE III

Jurisdiction

Section 1. The jurisdiction of the Committee, as restricted under Article IV, includes:

1) the establishment, retention, numbering, titles and descriptions of all undergraduate courses and to all other matters relating thereto, but not to the prerogatives traditionally reserved to the instructor or instructors of any course;

2) the requirements for the granting of bachelor degrees;

3) the establishment and retention of all major and minor programs;

4) and to all other curricular matters that the College Forum shall from time to time assign to the Committee.

ARTICLE IV

Procedures

Section 1. A quorum shall consist of five members of the Committee.

Section 2. All matters within the jurisdiction of the Committee shall be brought before the Forum meetings by the Committee within a period of 30 days after which time the Committee may be directed by the Forum to take action on any outstanding matter and to report to the Forum at its next regular meeting.

Section 3. All matters within the jurisdiction of the Committee concerning a specific department shall be brought to the Committee by the Head of the Department concerned; except that whenever a member of a concerned department shall have submitted a written request to his department head that a matter be brought before the Committee and within ten class days the department head shall not have requested in writing that the same matter be placed before the Committee, the said member of the concerned department may place the matter before the Committee directly; and except further that the Forum, any member of the Committee, or the President of the College, may refer any matter within the jurisdiction of the Committee to the Committee.

Section 4. All actions of the Committee shall be reported to the Forum. In the case of matters requiring the approval of the Board of Trustees, actions of the Committee shall be submitted to the President of the College, who shall approve or reject each such action within ten class days after the Forum has approved the action and shall report his approval or rejection to the Forum at the next regularly scheduled meeting. The Committee, upon recommendation of a department chairman, shall have the responsibility of approving new courses, new prerequisites for courses, changes in prerequisites for courses, and the hours of credit given for courses, in that department. The Committee shall report briefly its action and the reasons therefore to the Forum at the next regularly scheduled Forum meeting or at a special meeting called upon notice of two class days. The Forum may then question the Committee's decision, and may amend or overrule the Committee's decision by majority vote. The Committee alone may waive degree requirements in extraordinary circumstances. During the time period between the end of the spring semester and the beginning of the fall semester the Dean of the College alone may take action in emergency situations to permit new course(s) to be taught during the upcoming semester. He may authorize the teaching of such courses for that semester only. Before such action is taken, the department concerned shall submit the standard request for the new course to be considered by the Curriculum Committee at the beginning of the fall semester.

Section 5. The Forum may suspend, alter, or abolish the procedures herein established at any regularly scheduled meeting or at a special meeting called upon notice of two class days.

Section 6. The Committee may from time to time establish procedures not inconsistent with the procedures established herein.

Section 7. All members of the Committee shall be voting members.

ARTICLE V

Amendments

The Forum may propose amendments to this Charter at any meeting, which shall be valid when they have been ratified by 2/3 of the Forum at the next meeting.

CHARTER
OF THE
FISCAL COMMITTEE

ARTICLE I

Purpose

Section 1. The purpose of the Fiscal Committee is to make recommendations to the President of the College, the Dean, and/or the Forum on fiscal matters concerning the instructional programs of the College.

ARTICLE II

Membership

Section 1. The Fiscal Committee shall be composed of seven full-time members of the faculty, two of whom shall be members of the Graduate Faculty, the treasurer (ex officio) of the Student Association or his designated representative, and the Vice President for Business and Finance (ex officio).

Section 2. The terms of office of faculty members shall be two years. Three faculty members shall be elected in odd numbered years, and four faculty members shall be elected in even numbered years. The student representative shall be selected for a one year term and may succeed himself. Faculty members shall serve no more than two consecutive terms on the committee.

Section 3. At the first meeting of each academic year, the Committee shall elect a chairman, a vice-chairman, and a secretary to serve for one year. Officers may succeed themselves.

ARTICLE III

Jurisdiction

Section 1. The Committee shall consider such fiscal matters presented to it by the President of the College, the Dean, the Forum, or individual members of the Forum as concern the instructional programs and other programs which impinge upon instruction at the College.

Section 2. The Committee shall recommend to the President of the College, the Dean, and/or the Forum such budgetary actions or policies as the Committee deems to be in the best interest of the College's instructional programs.

Section 3. The Committee shall have access, through the President of the College, to pertinent information and data concerning operating budget requests and allowances, except that no salary of an individual shall be available to the Committee without the written consent of such person.

ARTICLE IV

Procedures

Section 1. The Committee shall meet at such times as a majority of its members determine, or upon the call of its Chairman, Vice-Chairman, the President of the College, or the Dean.

Section 2. A quorum shall consist of a majority of the members of the committee.

ARTICLE V

Amendments

This Charter may be amended under the provisions of the Constitution of the College Forum.

CHARTER
OF
LIBRARY COMMITTEE

ARTICLE I

Membership

Section 1. The committee shall consist of a representative elected from and by each department, a student representative from each of the four classes, a graduate student representative, and the Director of the Library ex officio. The representatives shall be elected for a one-year term within three weeks from the beginning of the academic year.

ARTICLE II

Officers

Section 1. The Committee shall, at the first meeting of each academic year, elect a chairman and a secretary to serve terms of one year, respectively, except that whenever a vacancy shall occur in either or both offices, the committee shall, at its next meeting, elect a person or persons to fill the unexpired term or terms of the officer or officers.

Section 2. The Chairman shall preside at all meetings or appoint another member to preside, may call special meetings of the committee and may exercise other powers and duties normally exercised by committee chairmen.

Section 3. The Secretary shall prepare and keep the minutes of each meeting, subject to the approval of the committee at the next meeting, and exercise other powers and duties normally exercised by committee secretaries.

Section 4. The committee may establish other officers or subcommittees.

ARTICLE III

Jurisdiction

Section 1. The committee shall study the needs of the Library in relation to the academic program and advise the Director of the Library on matters of general library policy and service, on the development of library resources, and on the best means to relate the library program to academic activities. The committee serves as a liaison group between the academic community and the Director of the Library.

ARTICLE IV

Procedures

Section 1. The Director of the Library shall act as Chairman pro tempore to call the first meeting of the academic year and to preside over the election of officers.

Section 2. The Committee shall meet once a month, the day to be determined at the first meeting of the academic year.

Section 3. All matters within the jurisdiction of the committee shall be brought before meetings by its members for discussion and recommendation.

Section 4. Items to be discussed at any given meeting shall be distributed in advance to committee members.

ARTICLE V

Amendments

Section 1. Any member may propose an amendment to this charter at a regularly scheduled meeting. The amendment shall be validated at the next regularly scheduled meeting by a majority vote of the committee.

ARTICLE VI

Implementation

This charter shall become effective when approved by the College Forum.

CHARTER
OF
NOMINATING COMMITTEE

ARTICLE I

Membership

Section 1. The Committee shall be composed of five members of the Forum elected at large by the Forum for one year terms. At least one of the members shall be a student. Each year one member shall be elected for a two-year term.

Section 2. Whenever a vacancy or vacancies occur, the Forum shall, at its next meeting, elect a member or members to fill the unexpired term or terms.

Section 3. All elections to the Committee shall follow the Forum's rules concerning elections to committees.

ARTICLE II

Officers

Section 1. The Committee shall, at the first meeting of the academic year, elect a chairman. If a vacancy occurs in this office, the Committee shall, at its next meeting, elect another member as chairman.

Section 2. The chairman shall exercise all powers and duties normally exercised by committee chairmen and committee secretaries.

Section 3. The Committee may establish other offices or subcommittees.

ARTICLE III

Jurisdiction

Section 1. It shall be the function of this committee to provide a slate of candidates for all elected positions within the Forum and its standing committees.

A. Prepare ballots for any elections to be held by the College Forum.
B. Distribute and collect such ballots at Forum meetings.
C. Compile the results of such elections, and report the results to the Forum.
D. Collect and compile the results of any "mailbox" elections, and report such results to the Forum.

Section 2. The Committee shall, when requested, provide a slate of candidates for ad hoc committees of the Forum.

ARTICLE IV

Procedures

Section 1. A quorum for any meeting shall consist of three members of the Committee present and voting.

Section 2. A meeting of the Committee may be called at any time necessary.

ARTICLE V

Amendments

Section 1. Amendments to this charter will follow the procedure in Article IX of the Constitution of the Forum except that only a majority vote will be required.

9

CHARTER
OF
TEACHER EDUCATION COMMITTEE

ARTICLE I

Membership

Section 1. The Committee shall be composed of the following members:

A. The Dean of the College (ex officio)

B. Head of the Education Department (ex officio)

C. Two members from the Education Department; one representing the area of Elementary Education and one representing the area of Secondary Education to be elected for two-year terms on a rotating basis by the Forum.

D. Four students;

(1) one representing the college at large, one from the area of Elementary Education and one from the area of Secondary Education to be elected for two year terms on a rotating basis by the Forum.

(2) the President of the Student Education Association (ex officio).

E. Six members representing the faculty at large to be elected by the Forum for two year terms on a rotating basis.

F. Whenever a vacancy or vacancies shall occur among the elected members, the Forum shall, at the next regularly scheduled meeting, elect a member or members to the unexpired term or terms, and except further that whenever in a subsequent election there shall be more than one vacancy, the person receiving the largest number of votes shall be elected to the longer or longest term, the person receiving the next largest number of votes shall be elected to the remaining or next longest term, and if a vacancy still exists the person receiving the next largest number of votes shall be elected to the remaining term.

ARTICLE II

Officers

Section 1. The Committee shall, at the first meeting of each academic year, elect a chairman and a secretary to serve terms of one year, respectively, except that whenever a vacancy shall occur in either or both offices, the Committee shall, at its next meeting, elect a person or persons to fill the unexpired term or terms of the office or officers.

Section 2. The Chairman shall preside at all meetings or appoint another member to preside, may call special meetings of the Committee, and shall, upon the written application of two members of the Committee, call special meetings of the Committee, and exercise other powers and duties normally exercised by committee chairmen.

Section 3. The Secretary shall prepare and keep the minutes of each meeting, subject to the approval of the Committee at the first convenient meeting, and exercise other powers and duties normally exercised by committee secretaries.

Section 4. The Committee may establish other officers or subcommittees.

ARTICLE III

Jurisdiction

Section 1. It shall be the function of this committee:

1. To formulate and revise the goals of the Teacher Education Program at Frostburg State College consistent with the overall philosophy of the College.
2. To formulate, revise and approve the admission and retention policies, the curricula, and graduation requirements of the Teacher Education Program, subject to the approval of the Forum.
3. To coordinate the involvement of academic departments in the Teacher Education Program.
4. To serve in an advisory capacity for students.
5. To consult regularly with officials of county school systems and of the State Department of Education to maintain effective communications with such agencies. It is highly suggested that representation from the Allegany County School system and Allegany Community College be invited to participate with this group when discussing certain matters. An invitation should be extended to other school systems in proximity to Frostburg State College.

ARTICLE IV

Procedures

Section 1. A quorum shall consist of a majority.

Section 2. All actions of the Committee that fall within the jurisdiction of another committee shall be submitted to that Committee for approval or recommendation for modification and reported to the Forum.

Section 3. All matters within the jurisdiction needing approval shall be brought before the Forum which shall approve or return to the Committee for modification; matters not needing approval shall be reported to the Forum.

ARTICLE V

Amendments

The Forum may propose amendments to this Charter at any regularly scheduled meeting, which shall be valid when they have been ratified by the Forum at the next regularly scheduled meeting.

CONSTITUTION
OF THE
FACULTY SENATE OF THE STATE COLLEGES OF MARYLAND

(as adopted by the Board of Trustees of the
State Colleges on July 21, 1969)

In order to provide for participation by the faculties of the Maryland State Colleges in the formulation of systemwide policy relating to the colleges, there is hereby created the Faculty Senate of the State Colleges of Maryland (hereinafter referred to as "the Senate").

ARTICLE I

Section 1. Purpose

It shall be the purpose of the Senate to serve as the official voice of the faculties of the Maryland State Colleges in matters of systemwide concern; to consider matters concerning systemwide policies and to make recommendations thereon to the Board of Trustees; and to assume such responsibilities and perform such functions as may be delegated to it by the Board of Trustees of the State Colleges.

ARTICLE II

Section 1. Eligibility to Vote

All full-time members of the faculty at each college shall be eligible to vote in elections held for the purpose of electing or recalling Senators from that college and in elections held for any of the purposes set forth in Article V, Section 1 and in Article VIII, Section 2.

Section 2. Eligibility to Serve as a Senator

Any full-time member of the faculty of a college shall be eligible to serve as a Senator from that college.

Section 3. Membership

The membership of the Senate shall consist of:

(a) two Senators elected from each college regardless of its size; and

(b) one additional Senator elected from each college for every two hundred faculty members or fraction thereof beyond two hundred in such college.

Section 4. Representation for New Colleges

The faculty for each college newly incorporated into the state college system shall elect its first voting Senators in the spring of the college's first academic year following its incorporation into the system. At any time after incorporation of the college and prior to the time the voting Senators take office, the faculty of the college may send a non-voting representative to meetings of the Senate.

Section 5. Elections

Senators from each college shall be elected by a majority of the votes cast by the faculty of such college. In any year in which an election shall be held at any college, the election results shall be certified to the chairman of the Senate and the Board of Trustees by the president of such college on or before May 1; and the Senators shall take office on or before June 1.

Section 6. Terms of Office

A Senator shall be elected to serve a term of three years, except that the Senate shall establish the length of the initial term of each Senator at the first meeting of the Senate. The Senate shall establish at that meeting appropriate procedures whereby approximately one-third of its members shall be elected each year. A Senator shall be eligible for reelection with the restriction that at least one year must elapse between the end of his second consecutive full term and the beginning of a third full term.

Section 7. Vacancies

In the event that an elected Senator shall be absent for one semester or longer, the faculty of his college shall elect a substitute who shall serve for him during his absence. In the event that an elected Senator shall die or resign from the faculty of his college or from the Senate, the faculty of his college shall elect a successor who shall serve for the remainder of his term.

Section 8. Recall of Senators

A Senator may be recalled by a faculty of a college if, in a special election held for such purpose, a majority of the full-time members of the faculty of such college vote to recall him. In such event, a successor shall be elected who shall serve for the remainder of his term.

Section 9. Faculty Defined

As employed in this Constitution, the term "faculty" shall mean that group of persons at each individual college which are recognized at such college as constituting the faculty thereof.

ARTICLE III

Section 1. Names of Officers

There shall be a chairman of the Senate, and such other officers as shall be specified in the By-Laws.

Section 2. Duties of Officers

The time and manner of election, the length of terms and the duties and responsibilities of officers shall be specified in the By-Laws.

ARTICLE IV

Section 1. Meetings

There shall be at least four meetings of the Senate during each academic year. Additional meetings may be convened by the chairman of the Senate, or by procedure which shall be specified by the By-Laws.

Section 2. Voting

A quorum shall consist of a majority of the membership of the Senate. Action shall require the approval of a majority of those present and voting. Voting by proxy shall not be permitted.

ARTICLE V

Section 1. Referendum

Any recommendation adopted by the Senate shall be referred to the faculties of the Maryland State Colleges when resolutions requesting such a referendum are adopted by a majority vote of the faculties of at least one-third of the colleges, or when forty percent of the membership of the Senate supports a motion for such a referendum. Approval of recommendations so referred shall require a majority of the votes cast in a systemwide balloting held for such purpose, provided that forty percent or more of the electorate of each college participate in the balloting.

ARTICLE VI

Section 1. Communications with the Colleges

In order to provide adequate communications with the faculties of the several colleges, the Senate shall circulate to the faculties and to the president of each college materials relevant to the activities of the Senate, such as agenda for and minutes of its meetings, committee reports and information on pending matters.

Section 2. Recommendations of the Senate

All recommendations of the Senate to the Board of Trustees shall be in writing and shall be forwarded to the Board of Trustees at its principal office or at such other place as the Board of Trustees may designate.

ARTICLE VII

Section 1. By-Laws

The Senate may adopt By-Laws consistent with this Constitution, provide for committees, and establish its own rules of procedure.

Section 2. Rules of Order

Unless otherwise provided in this Constitution or in the By-Laws, the rules contained in Robert's Rules of Order Revised, as copyrighted in 1951 by Isable H. Robert, shall govern the procedures at and the conduct of the meetings of the Senate and its committees.

ARTICLE VIII

Section 1. Amendments

Amendments to this Constitution may be proposed by the Board of Trustees, or by a resolution adopted by a majority vote of the faculties of at least one-third of the several colleges, or by a majority of those present and voting at a meeting of the Senate.

Section 2. Ratification of Amendment

Ratification shall require a majority of the total vote cast in a systemwide referendum and a majority of the votes cast at each of a majority of the colleges, provided that forty percent or more of the electorate at each college participates in the balloting.

Section 3. Adoption of Amendments

Amendments shall become effective upon ratification by the faculties of the several colleges as stipulated in Section 2 above, and upon approval by the Board of Trustees.

ARTICLE IX

Section 1. Adoption

This Constitution shall become effective upon adoption of same by action of the Board of Trustees.

Section 2. Term

Once adopted, this Constitution shall remain in force and effect, as amended from time to time in accordance with the provisions of Article VIII, until such time as it is terminated by law or by action of the Board of Trustees.

THE HUMAN AND ANIMAL RESEARCH SUBJECTS COMMITTEE

Purpose

Although competent investigators strive to protect the rights and welfare of their subjects, it is not always possible for even the most ethical investigator to foresee all of the important ethical implications of his research. Competent investigators recognize the possibility of personal bias in judging their own research and they are generally aware of the value of review by other qualified persons who are not personally involved in the research. If such is true of objective methodology, then review independent of the investigator is all the more necessary where ethical considerations are concerned.

Therefore, a permanent committee competent to review plans of investigation involving human and live animals has been established in order to insure adequate safeguards of the rights and welfare of subjects. This committee shall be called the Human and Animal Research Subjects Committee (HARSC) and shall consist of faculty members appointed by the Dean of the College who shall also serve as an ex-officio member.

Organization of the Committee

The committee must be composed of sufficient members with varying backgrounds to assure complete and adequate review of the research. The membership should possess not only broad specific competence to comprehend the nature of the research, but also other competencies necessary in the judgments as to acceptability of the research in terms of institutional regulations, relevant law, standards of professional practice, and community acceptance. The committee's maturity and experience should be such as to justify respect for its advice and counsel.

If a research proposal is submitted by a researcher whose area of specialization is not represented on the committee, a suitable representative will be selected to serve while reviewing the proposal. If the area of specialization can reasonably be expected to produce other proposals, the Dean of the College will be advised to add a permanent representative from that specialization to the committee.

No individual involved in the conduct of the research activity shall participate in its review, except to provide information to the committee.

Scope

The following procedures shall apply to research undertaken by an employee or student of F.S.C. whether grant supported or not. These procedures will also apply to the use of subjects not associated with F.S.C. whenever the investigator obtains such subjects as a result of his association with the College.

These policies also apply to investigators other than employees or students of the college under any of the following circumstances: (1) when the research involves the use of college resources, (2) when subjects are solicited on campus, or (3) when employees or students of the college assist in securing subjects from among other employees or students of the college. In addition to securing approval from this committee, such investigators must also obtain administrative approval from the Dean of the College. Furthermore, submission of a proposal to this committee does not constitute an application for administrative approval from the Dean of the College.

Research that forms a normal part of a formal course of instructions must conform to ethical standards established within the investigator's discipline but the evaluation of such research is the responsibility of the department to which the investigator belongs. Research conducted by journalists, administrators, departments, committees, and recognized student organizations in their official capacities and in the normal conduct of their business need not be reviewed by the HARSC, although complaints concerning such research should be addressed to the HARSC when such complaints involve possible violations of the code of ethics adopted by the committee. Literary, historical, or other research not directly involving human or live animal subjects lie outside the scope of the HARSC.

Even if certain aspects of research are to be carried out in another institution, the committee is responsible for initial and continuing review of all parts of the study. The committee's right to do so will be a condition of approval of the proposal. It is the responsibility of the investigator to gain clearance from the other institution for possible visitation and inquiry by the committee prior to submission of his proposal.

Procedure

Before any investigation involving human or live animal subjects is made, the investigator must submit one copy of his proposal to the chairman of the HARSC containing the following information:

A. A brief and general description of the research being conducted.
B. A detailed description of the way in which subjects will be used.
C. A statement of how informed consent is to be obtained from any human subjects used in the investigation.
D. A statement of any possible risks to the welfare of the subjects and any potential benefits to the subject or society that might adhere in the investigation.
E. A list of the names and a brief statement of the qualifications of all investigators and consultants who will be involved in the investigation besides the principal investigator.

The HARSC will study the submitted proposal and within 10 school days of receipt of the proposal will: (a) approve the research, (b) postpone approval while further study and suggestions are considered by the committee, or (c) disapprove the research. If the proposed research is not approved by the committee, the researcher may resubmit the proposal, may personally come before the committee to discuss the research, or he may petition the Dean of the College to form another ad hoc HARSC to consider his research proposal.

The HARSC shall evaluate each proposal in terms of:

(1) Possible violation of the rights or possible risks to the welfare of subjects and co-workers.
(2) Appropriateness of the method used in gaining informed consent from human subjects.

If the committee's overall recommendation is favorable, it may prescribe restrictions or conditions under which the research may be conducted, define areas of possible changes in the research plans which should be brought to its attention should the change occur, and determine the nature and frequency of interim review procedures to insure continued acceptable conduct of the research.

Favorable recommendations by the committee are subject to review and rejection by institutional officials. With this in mind, the committee must be thorough and reasonable in its evaluation and must adequately represent its evaluation to institutional officials. Unfavorable recommendations are not subject to review, except by an ad hoc HARSC formed for that purpose at the request of the proposal's initiator. An ad hoc HARSC must be composed of individuals meeting the same qualifications as the permanent HARSC (see 'Organization of the Committee').

Committee approval signifies nothing more than that the committee believes the proposed research meets ethical standards as set forth in the ethical code. Approval (or disapproval) by the committee is not to be interpreted as a judgment of the scientific soundness or significance of the project. Furthermore, committee approval does not commit the college to any obligation of facilities or money, nor does it commit the college to any policies not already approved.

If the committee disapproves a proposal, the proposal is not to be put into practice. Failure to respect these decisions will result in advisement by the committee that disciplinary action be taken by the Dean of the College.

Disapproval of a proposal does not necessarily mean that the committee judges either the researcher or his proposal to be unethical. It merely means that the proposal as submitted does not appear to adequately safeguard the rights or welfare of subjects.

An investigator that initiates a research project without first submitting a proposal to the committee, or who initiates a research project prior to receipt of committee approval shall be subject to disciplinary action by the Dean of the College at the advisement of the committee.

The committee shall require the researcher to report to the committee for review any emergent problems or proposed procedural changes which may affect the status of the research with regard to the institution's review criteria. No such changes, except those necessary to eliminate apparent immediate hazards should be made without prior approval by the committee.

In addition, the committee shall carry out interim review of the conduct of all research in such a manner and at appropriate intervals in the light of apparent risks and practical considerations, to assure itself that its advice is being followed.

The committee should be prepared at all times to question the conduct of research, even though previously approved by the committee. The safety and welfare of the subjects are paramount.

The committee is required to keep informative records of group reviews and decisions and to obtain and keep documentary evidence of informed consent. At a minimum these records should include a summary of the factors leading to the group decision. These records are normally kept confidential. Documentary evidence of informed consent may consist of a record of the decision of the committee as to the type of consent which it considers acceptable. Copies of the information statement to be given to the subject, where signed consent statements are required, should be retained in institutional files. Where oral or implied consent is obtained, notations should be made an official record by persons who witness the gaining of consent.

The HARSC shall investigate in confidence all complaints concerning possible unethical research practices and shall report their findings and recommendations to the Dean of the College.

The HARSC is also charged with the responsibility of informing potential investigators of these policies, and for providing advice and consultation on matters of employing human or live animal subjects.

CHARTER
OF
COLLEGE PLANNING COUNCIL

ARTICLE I

Membership and Elections

Section 1. The Council shall consist of:

A. Three students, to be chosen as the Student Association may decide.
B. Seven faculty members, to be chosen as the Faculty Assembly may decide.
C. Three administrators, to be chosen as the President (or the administration members of the College Forum) may decide.
D. One member, to be chosen by the Board of Visitors.
E. Two or more non-voting members, to be recommended and approved by the College Planning Council to ensure that all Vice-Presidents of the College (and perhaps the chairman of the College Forum and College Senate if these offices are not otherwise elected) may be fully involved in the formulation and implementations of directly and indirectly related academic plans and policies.

Section 2. The Faculty and student constituencies will establish policies for determining membership and length of membership of the respective Planning Council members. The President of the College (or the administrative members of the College Forum) will establish a policy for determining membership and the length of membership of administrative members of the Council. It is recommended that each constituency provide for continuity of representation.

ARTICLE II

Officers, Meetings, Sub-Committees

Section 1. The Council shall, at its first meeting of the academic year, elect from its voting membership a chairman and vice-chairman. In addition, the President of the College will select a secretary to serve as a non-voting member of the College Planning Council. Whenever a vacancy shall occur in either the offices of chairman and vice chairman, the Council shall elect, at its next meeting, a person or persons to fill the unexpired term or terms of the officer or offices.

Section 2. The chairman shall preside at all meetings. The chairman of the Council shall appear before the College Forum and the College Senate when committee reports are to be presented or when committee actions are to be reviewed.

Section 3. The vice chairman shall carry out the above duties in the absence of the chairman.

Section 4. The secretary shall prepare and keep the minutes of each meeting, subject to the approval of the Council.

Section 5. A regular meeting schedule shall be established by the Council at the beginning of the academic year.

Section 6. The Council may establish other officers or sub-committees as needed.

ARTICLE III

Jurisdiction and Responsibilities

Section 1. The Council shall serve:

A. To stimulate advanced planning throughout the College.
B. To enhance communication between various units of the college, and
C. To coordinate and evaluate the activities of the units of the college in terms of college-wide academic purposes, needs and priorities.

Section 2. The Council shall have the power:

A. To draw upon the resources of the entire college in support of planning activities, and
B. To solicit the information needed to evaluate present and proposed programs and to determine the present state of the college.

Section 3. The Council shall be responsible for preparing the college-wide master plan and specified yearly plans. All plans must be ratified through the college governance system before being implemented or serving as criteria on which decisions are made. The Council shall have continuing responsibility for the implementation and evaluation of these plans as a coordinating and monitoring body, for needed modifications and updating of these plans, and for the development of future plans.

Section 4. The Council will report its findings and recommendations concerning new programs to the Curriculum Committee and/or the Graduate Studies Committee. The Council's evaluation will be based upon the approved college-wide master plan.

ARTICLE IV

Procedures

Section 1. A quorum shall consist of nine voting members of the Council.

Section 2. Decisions of the Council will, in general, be made by consensus, but any member can call for a vote by the voting membership. In this case, decisions will be made by a majority vote.

Section 3. The Council may establish such by-laws as are necessary.

Section 4. Minutes of the meetings shall be available to the Senate (and other committees of the Forum and/or Graduate Faculty, if desired).

Section 5. In order to fulfill its responsibilities, the Council may request at its meeting(s), that any member or members of the College community be present as sources of information.

ARTICLE V

Implementation

Section 1. This charter will become effective when approved by the College Senate and the Graduate Faculty at regularly scheduled meetings.

Section 2. The college-wide master plan will become effective when approved by the College Senate and Graduate Faculty.

ARTICLE VI

Amendments

Proposed amendments to this charter may originate within the Planning Council, the Senate, or the Graduate Faculty. Amendments affecting the College Planning Council's relationship to the undergraduate academic program must be approved by the College Senate; those amendments affecting the College Planning Council's relationship to the graduate academic program must be approved by the Graduate Faculty.

APPENDIX I

CONSTITUTION
OF THE
FACULTY ASSEMBLY

I. Name and Purpose

1. The Organization shall be known as the Faculty Assembly of Frostburg State College (hereafter called the Assembly).
2. The purpose of the Assembly shall be to discharge the common responsibilities and promote the general welfare of the faculty.

II. Powers

1. The Assembly shall be the principal decision-making body of the college on all questions of policy relating directly to the faculty, within the limits imposed by the State of Maryland and the Board of Trustees of the Maryland State Colleges. Such questions include, but are not restricted to, ones concerning professional ethics, appointments, reappointments, dismissals, pay, promotion, and tenure.
2. The Assembly may act as a deliberative body, for the faculty, on academic matters under the jurisdiction of the College Forum, such as academic goals and their implementation; and the Assembly may approve resolutions concerning these matters, which resolutions shall be advisory to its members in the College Forum and their representatives to the College Senate.

III. Membership

The Assembly shall consist of all members of the full-time teaching faculty and the full-time professional librarians. The President and Dean of the College shall be considered associate members of the Assembly, who may attend meetings, address the assembly, and participate in debate but who may not vote.

IV. Officers and Representatives

1. The officers shall be a Presdient, a Vice-President, and a Secretary.
2. Officers shall be elected at the last meeting of the academic year by majority vote of members present and voting. Elections shall be by secret ballot (including abstentions, which shall be counted at the time of the voting), excepting instances of only one nomination, when the election may be by acclamation. Officers shall take office immediately following the meeting at which they are elected and shall serve for a term of one year.
3. Any member of the Assembly shall be eligible for election to any office. No one shall become a nominee without his consent.
4. Should the office of the President become vacant, the Vice-President shall succeed to it. A vacancy in any other office shall be filled by special election at the next regular meeting, and the member thus elected shall immediately assume office and hold it until the next regular election.
5. Officers shall perform the duties usually associated with their offices.
6. Faculty representatives to the College Senate and the State-Wide Senate shall be elected at appropriate times and in accordance with established procedures.

V. Meetings

1. The Assembly shall meet regularly, not fewer than three times, during the academic year according to a predetermined schedule. The President may call additional meetings upon notification of all members, at least one week in advance, of the time, place, and purpose of the meeting. He must call a meeting upon the petition of one-fourth of the members.

2. The agenda for each meeting shall be distributed at least three academic working days in advance.
3. Meetings shall be conducted generally in accordance with the latest edition of *Robert's Rules of Order*, subject to interpretation by a parliamentarian, whom the President shall appoint, and to the limitations of the Constitution and such other limitations as the Assembly may impose from time to time.
4. A quorum shall consist of one-third of the membership.

VI. Amendments

Amendments to the Constitution shall require a two-thirds vote of those present and voting, provided that a draft of any proposed amendment has been distributed to the membership at least two academic weeks before the vote and that notice of its consideration has appeared on the agenda.

VII. Committees

1. Standing committees may be established and discharged by a majority vote of those present and voting. All members shall be eligible to serve on committees, within the limits approved by the Assembly. Election shall be by secret ballot, excepting instances when acclamation is appropriate. No one shall become a nominee without his consent.
2. Standing committees so designated by the Assembly shall be empowered to enact their own charters or bylaws, which shall be subject to the Assembly's approval.
3. Ad hoc committees may be established and their members appointed by the officers of the Assembly. The officers shall report the formation of any such committees to the Assembly at its next meeting. An objection to any part of their

procedure, in any given instance, shall be sustained or denied by majority vote of those present and voting.

VIII. Bylaws

The Assembly may adopt such bylaws as do not conflict with the Constitution. They may be adopted by majority vote of those present and voting, provided that a draft of proposed bylaws has been distributed with the agenda. Once adopted, bylaws may be amended only by provisions set forth in the bylaws themselves.

CHARTER
OF
FACULTY MEDIATION COMMITTEE

Article I - Name

The name of this Committee shall be the Faculty Mediation Committee.

Article II - Purpose

The purpose of the Committee is to reconcile, as a third party, opposing claims of parties within the faculty and administration in conflict by making a non-binding proposal to those parties for solution of the conflict.

Article III - Jurisdiction and Procedures

The powers of this Committee are: 1) to implement the procedures regarding dismissal of a tenured faculty member or non-tenured faculty member whose term of appointment has not expired, as set forth under Section Three, subsection 1, of "Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges under the Jurisdiction of the Board of Trustees of the State Colleges;" 2) to inquire informally into cases not involving dismissal but prima facie allegations submitted in writing by any faculty member and specifying infringement of academic freedom as defined in Article One, "Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges under the Jurisdiction of the Board of Trustees of the State Colleges," and/or in the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure; and, no agreeably mutual adjustment being effected, to make recommendations on the matter to the Faculty Hearing Committee; 3) to provide a mediating body to which a non-tenured faculty member may appeal for mediation in cases involving non-renewal of contract, such appeal being accompanied by prima facie allegations submitted to the Committee in writing by the non-tenured faculty member and specifying infringement of academic freedom as defined in Article One, "Regulations and Procedures Governing Academic

Freedom and Tenure in the Maryland State Colleges under the Jurisdiction of the Board of Trustees of the State Colleges," and/or in the American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure.

Article IV - Membership

Section 1 - Members

This Committee shall consist of five tenured faculty members, none of whom may be members of the Faculty Hearing Committee.

Section 2 - Alternate

There shall be one tenured faculty member elected to serve as alternate in event of conflict of interest on the part of any regular Committee member. The alternate member may not be a member of the Faculty Hearing Committee.

Section 3 - Elections

The five members of the Committee and one alternate shall be elected by secret ballot and by the last regularly scheduled meeting of the Faculty Assembly during the regular academic year for terms of one year only, the term of committee membership to be effective from September 1 to September 1. Members and alternates shall be eligible for re-election.

Section 4 - Committee Chairman

The Committee shall choose its own chairman at its first meeting on or after September 1 of the academic year.

Section 5 - Conflict of Interest of Members

Should a Committee member be party to any dispute referred to this Committee, he may (1) voluntarily withdraw or (2) be declared ineligible to serve by a vote of at least three of the remaining four Committee members, in either event being replaced on the Committee by the alternate.

Article V - Quorum

A quorum shall consist of three members and decisions must be reached by agreement of at least three members of the Committee.

Article VI - By-laws

This Committee may establish such by-laws as it deems necessary for the orderly exercise of its power and satisfactory fulfillment of its duties providing that such by-laws are in accord with this charter, with published State Board regulations, with the Faculty Assembly constitution and regulations, and, upon publication to the Faculty Assembly for the first meeting of that body after the adoption of the by-laws, receive a majority vote of approval from the Faculty Assembly.

Article VII - Amendments

Section 1 - This charter may be amended by a majority vote of Faculty Assembly if amendments are consistent with published State Board regulations, Faculty Assembly constitution and regulations, and any other regulations of higher authority.

Section 2 - The by-laws may be amended by action of the Committee and subject to the conditions of Article VI.

CHARTER
OF
FACULTY CONCERNS COMMITTEE

Article I - Membership

The Faculty Concerns Committee shall be composed of three members elected from the Faculty Assembly. One of the three members must be tenured. If a member of this committee has a conflict of interest in any matter under committee consideration, an alternate member shall sit in his behalf.

Article II - Chairman

The chairman of the Faculty Concerns Committee shall be chosen by the members of the Faculty Concerns Committee.

Article III - Concerns

The Faculty Concerns Committee will consider any grievances or suggestions concerning working conditions and such matters as do not fall within the province of other committees as these affect the faculty in the performance of their contractual duties, and shall make reports and recommendations on these matters to the Faculty Assembly.

Article IV - Procedure

Having received a grievance or suggestion, the committee shall attempt to mediate the grievance with, or secure the implementation of the suggestion by, the proper administrative office; shall report difficult problems unresolved, as well as success in resolving problems, to the Faculty Assembly; and may offer resolutions for general faculty support and recommendation to the administration.

Article V - Amendments

Amendments to this charter will be by majority vote of Faculty Assembly membership present and voting at an Assembly meeting.

CHARTER
OF
PERSONNEL AND GRIEVANCE COMMITTEE

Article I - Name

The name of this committee shall be the Faculty Personnel and Grievance Committee.

Article II - Purpose

The purposes of this committee shall be:

1. To ensure the establishment and maintenance of professional standards with regard to faculty personnel matters.

2. To hear, investigate, and resolve grievances, or to consider problems presented to the committee by a member or members of the Faculty Assembly or by members of the administration, such grievances or problems not involving allegations of violation of academic freedom, these properly being referred to the Faculty Mediation Committee.

Article III - Jurisdiction and Procedures

The powers of the committee are:

1. To annually review the standards, policies, and procedures that are utilized in the hiring of faculty, renewal of faculty contracts, and the granting of promotion, salary increments, and tenure, to ensure that they are in keeping with professional standards. If procedures and policies are not serving the best interests of the faculty and the college, the committee shall make recommendations for change. Such recommendations, after approval by the Faculty Assembly, will be presented to the appropriate administrative office or decision-making body. In the event that the recommendations are not accepted and implemented by the appropriate administrative office or decision-making body, the committee shall bring the matter back to the Faculty Assembly for its consideration.

2. To hear complaints of members of the Faculty Assembly after normal channels of appeal have been exhausted. Those matters that are the responsibility of the Faculty Hearing Committee and Faculty Mediation Committee will not be considered.

3. To accomplish such other tasks as may be assigned by the Executive Committee of the Faculty Assembly.

Article IV - Membership

1. The committee shall consist of three members and one alternate who shall be elected at large by the Faculty Assembly. If a committee member is involved in a dispute before the committee, he will be disqualified and replaced by the alternate for consideration of said dispute.

2. The term of office shall be three years, with one member to be elected each year:

    a. To ensure continuity, the initial election of committee members shall be for three-year, two-year, and one-year terms. After implementation of this charter, subparagraph 2.a. of Article IV shall be deleted from the charter.

3. At its discretion the committee may enlarge its membership. Procedures are as follows: When a grievance has been reported, the Personnel and Grievance Committee shall investigate and/or arbitrate the issue and make recommendations for the resolution of the dispute. When the dispute is of such magnitude as to require extensive fact-finding or investigation, the committee may select a fact-finding panel of impartial individuals to investigate and make recommendations for the resolution of the issue in dispute. The fact-finding panel shall be chaired by a member of the standing committee and shall consist of no more than five members. The fact-finding panel may, at its discretion, request that each of the aggrieved parties designate a spokesman to present its side of the issue. In the unlikely

event that the recommendations of the fact-finding panel are unacceptable to the aggrieved parties, the standing committee shall determine whether further action should be taken and, if so, recommend the appropriate decision-making body to whom the aggrieved parties may have recourse.

Article V - Quorum

1. Standing Committee -- All Members
2. Expanded Committee -- Simple majority of the members.

Article VI - Bylaws

This committee may establish such bylaws as it deems necessary to conduct its business in an orderly manner. Bylaws must be approved by a majority vote of the Faculty Assembly.

Article VII - Amendments

Amendments to this charter will be by majority vote of the Faculty Assembly membership present and voting at an Assembly meeting.

CHARTER
OF
ACADEMIC POLICY COMMITTEE

Article I - Membership

Section 1 - The Committee shall be composed of five Faculty Assembly members elected at large by the Faculty Assembly for two-year terms.

Section 2 - Whenever a vacancy occurs, the Faculty Assembly shall, at the next meeting, elect a member to fill the unexpired term.

Article II - Officers

Section 1 - The Committee shall, at its first meeting of each academic year, elect a chairperson and a secretary to serve terms of one year, except that whenever a vacancy occurs the Committee shall at its next meeting elect a person to fill the unexpired term of the office.

Section 2 - The Chairperson shall preside at all meetings or appoint another member to preside, may call special meetings of the Committee, and shall, upon the written application of two members of the Committee, call special meetings of the Committee, and exercise other powers and duties normally exercised by committee chairpersons.

Section 3 - The Secretary shall prepare and keep the minutes, which are subject to the approval of the Committee, and exercise other powers and duties normally exercised by committee secretaries.

Article III - Jurisdiction

The jurisdiction of the Committee shall be to study academic policies and to make recommendations for and on such policies to the Faculty Assembly, as per Article II, Section 2, Faculty Assembly Constitution, with the purpose of referring such recommendations, after they have received

Assembly approval, to the appropriate administrative officers, standing committees of the College Forum, or College Forum. The committee shall also serve in an advisory capacity to the appropriate college authority in matters such as national graduate scholarships and academic honors.

Article IV - Procedures

Section 1 - A quorum shall consist of three members of the Committee.

Section 2 - All matters within the jurisdiction of the Committee may be brought to the Committee by any member of the Faculty Assembly through written communication.

Section 3 - All meetings of the Committee shall be open meetings, and any member of the Faculty Assembly may attend the deliberations and provide any information he desires concerning the matter under discussion.

Article V - Amendments

Amendments to this charter will be by majority vote of Faculty Assembly membership present and voting at an Assembly meeting.

CHARTER
OF
ECONOMIC BENEFITS COMMITTEE

Article I - Name

The committee shall be called the Economic Benefits Committee.

Article II - Purpose

The purpose of the Economic Benefits Committee shall be to investigate any matters generally considered fringe benefits, to study current faculty salary scales, and to report on these with recommendations to the Faculty Assembly.

Article III - Jurisdiction and Powers

1. The Economic Benefits Committee may investigate any matters generally considered fringe benefits or relevant to salary scales.

2. The Economic Benefits Committee shall make to the Faculty Assembly recommendations for policy and action to implement policy on fringe benefits and salary scales.

Article IV - Membership

1. Three members shall be elected by the Faculty Assembly for three-year terms, one member to be elected each year.

2. Each organization which represents faculty interests and has faculty representatives on this campus is invited to have one or two of its members serve as resource and non-voting persons of the Economic Benefits Committee (such organizations include the State Faculty Senate, AAUP, and Higher Education Council).

Article V - Officers

A chairman and a secretary shall be elected by the Committee at its first meeting of the academic year.

Article VI - Amendments

Amendments to this charter will be by majority vote of the Faculty Assembly membership present and voting at an Assembly meeting.

CHARTER
OF
FACULTY HEARING COMMITTEE

Article I - Name

The name of this Committee shall be the Faculty Hearing Committee.

Article II - Purpose

The purpose of this Committee shall be to hear cases involving formal proceedings concerning actions leading toward dismissal of a faculty member who has obtained tenure or whose term of appointment has not expired, and infringement of academic freedom.

Article III - Jurisdiction and Procedure

The powers of this Committee are to implement the procedures regarding dismissal of a tenured faculty member, or a faculty member whose term of appointment has not expired, and cases involving academic freedom, as set forth under Article II, Section 3, subsection 2, and Article 3 of the "Regulations and Procedures Governing Academic Freedom and Tenure in the Maryland State Colleges Under the Jurisdiction of the Board of Trustees of the State Colleges."

Article IV - Membership

Section 1 - Members

This Committee shall consist of five (5) full-time tenured faculty members, none of which may be members of the Faculty Mediation Committee. Once hearings begin on any case, members of that Hearing Committee shall continue until the case has been resolved, even though the hearing may extend beyond the termination of the member's term of office.

Section 2 - Alternates

There shall be two (2) tenured faculty members elected to serve as alternates in cases of conflict of interest. The alternates may not be members of the Faculty Mediation Committee. Once an alternate is seated at the beginning of a hearing he will continue with that case to its conclusion.

Section 3 - Elections

The five (5) members and two (2) alternates shall be elected by secret ballot and by the last regularly scheduled meeting of the Faculty Assembly during the regular academic year for terms of one (1) year. The term of committee membership shall be effective from September 1 to September 1. Members and alternates shall be eligible for re-election. The Committee shall choose its own Chairman and Secretary at its first meeting on or after September 1 of the academic year.

Section 4 - Conflict of Interest of Members

Should a Committee member be party to any dispute referred to this Committee, he (1) may voluntarily withdraw or (2) be declared ineligible to serve by a vote of at least three of the remaining Committee members, in either event being replaced on the Committee by an alternate.

Section 5 - Quorum

A quorum shall consist of five members, and decisions must be reached by agreement of at least three members of the committee.

Article V - Bylaws

This Committee may establish such bylaws as it deems necessary for the orderly exercise of its power and satisfactory fulfillment of its duties, providing that bylaws are in accord with this charter, published State Board regulations, Faculty Assembly constitution and regulations, and, upon publication to the Faculty Assembly at the first meeting of that body after the adoption of the bylaws, receive a majority vote of approval from the Faculty Assembly.

Article VI - Amendments

Section 1 - This charter may be amended by a majority vote of the Faculty Assembly if amendments are consistent with published State Board regulations, Faculty Assembly constitution and regulations, and any other regulations of higher authority.

Section 2 - The bylaws may be amended by action of the Committee.

BYLAWS OF THE FACULTY HEARING COMMITTEE

I. All decision votes by the Committee shall be by secret ballot and reported as the single decision of the Committee.

CHARTER
OF
NOMINATIONS AND ELECTIONS COMMITTEE

Article I - Membership

Section 1 - The committee shall be composed of five members of the Faculty Assembly elected at large by the Faculty Assembly for one-year terms.

Section 2 - Whenever a vacancy or vacancies occur, the Nominations and Elections Committee will present at the next Assembly meeting the names of candidates for an election to fill the unexpired term or terms.

Article II - Officers

Section 1 - The committee shall, at the first meeting of the academic year, elect a chairman. If a vacancy occurs in this office, the committee shall, at its next meeting, elect another member as chairman.

Section 2 - The committee may establish other offices or subcommittees.

Article III - Jurisdiction

Section I - It shall be the function of this committee to provide a slate of candidates for all elected positions within the Faculty Assembly and its standing committees; consent of nominees will be secured. Further functions of the committee are to;

A. Prepare ballots for any elections to be held by the Faculty Assembly.

B. Distribute and collect such ballots.

C. Compile the results of such elections, and report the results to the Chairman of the Faculty Assembly.

Section II - The Committee shall, when requested, provide a slate of candidates for ad hoc committees of the Faculty Assembly.

Article IV - Procedures

Section 1 - A quorum for any meeting shall consist of three members of the Committee present and voting.

Article V - Amendments

Section 1 - Amendments to this charter will be by majority vote of the Faculty Assembly membership present and voting at an Assembly meeting.

APPENDIX J

CHARTER
OF
GRADUATE STUDIES COMMITTEE

ARTICLE I - Membership and Elections

Section I. The committee shall be composed of:

A. Three members elected by and from the Graduate Faculty in April of each year, for two-year terms, beginning with the next academic year, one of whom shall be from each of the following areas:

Arts	Sciences	Social Sciences
Art	Biology	Economics & Business Administration
English	Chemistry	Geography
Modern Languages	Computer Science	Health & Phy. Educ.
Music	Mathematics	History
Philosophy	Physics	Political Science
Speech & Theatre	Library Representatives	Psychology
		Sociology

except that whenever a vacancy or vacancies shall occur among the elected members, the Graduate Faculty shall, at the next regularly scheduled meeting, elect a member or members to the unexpired term or terms;

and

B. One member of the Education Department Graduate Faculty elected by the Education Department Graduate Faculty; and one member of the Center for Management Development Graduate Faculty elected by Center for Management Development Graduate Faculty;

and

C. Two members appointed by the President of the College in May of each year for a one-year term, commencing with the beginning of the next academic year, except that whenever a vacancy or vacancies shall occur among the appointed members the President of the College shall, within one month, appoint a faculty member or members to serve the remainder of the unexpired term or terms, provided that all appointed and elected members shall be full members of the Graduate Faculty;

and

D. Four ex officio members;

1. the Dean of the College
2. the Head of the Education Department
3. the Director of the Center for Management Development
4. the Director of Graduate Studies

ARTICLE II - Officers, Meetings, Sub-Committees

Section I. The Committee shall, at the first meeting of each academic year, elect a chairman and a secretary to serve terms of one year, respectively, except that whenever a vacancy shall occur in either of both offices, the Committee shall, at its next meeting, elect a person or persons to fill the unexpired term or terms of the officer or officers.

Section 2. The Chairman shall preside at all meetings or appoint another member to preside, may call special meetings of the Committee, and shall, upon the written application of two members of the Committee, call special meetings of the Committee, and exercise other powers and duties normally exercised by committee chairmen.

Section 3. The Secretary shall prepare and keep the minutes of each meeting, subject to the approval of the Committee at the first convenient meeting and exercise other powers and duties normally exercised by committee secretaries.

Section 4. The Committee may establish other officers or sub-committees.

ARTICLE III - Jurisdiction

Section 1. The jurisdiction of the Committee shall extend to:

(1) the establishment, numbering, titles, descriptions and examinations of all courses at the 500 or higher level, the designation of all other courses which shall be accepted for graduate credit, and all other matters relating thereto, but not to the prerogatives traditionally reserved to the instructor or instructors of any course;

(2) the requirements for the granting of graduate degrees and other recognition of graduate work;

(3) the establishment and retention of all major and minor programs for graduate study;

(4) the standards for the admission and continuation of students to graduate study;

(5) the standards for faculty members teaching in the graduate program;

(6) the establishment of standards for and the awarding of graduate student assistantships and tuition scholarships;

(7) serving as the board of appeal on matters concerning interpretation of or exception to the degree regulations, when requested by the student and/or his master's committee;

(8) and all other matters affecting graduate studies and not within the exclusive jurisdiction of any other committee of the College.

ARTICLE IV - Procedures

Section 1. A quorum shall consist of six members of the Committee.

Section 2. All matters within the jurisdiction of the Committee shall be brought before the Graduate

Faculty Meetings by the Committee except that a matter which has received no action within thirty days may be presented to the faculty for approval or disapproval or a directive for the Committee to consider such matter and report back to the faculty.

Section 3. All matters within the jurisdiction of the Committee concerning a specific department shall be brought to the Committee by the head of the department concerned; except that whenever a Graduate Faculty member of a concerned department shall have submitted a written request to his department head that a matter be brought before the Committee and within ten class days the department head shall not have requested in writing that the same matter be placed before the Committee, the said member of the concerned department may place the matter before the Committee directly; and except further that whenever ten percent of the Graduate Faculty shall sign and present a petition regarding any department or departments to the Committee, the Committee shall consider the matters designated in the petition; and except further that the Graduate Faculty or the President of the College, or both, may refer any matter within the jurisdiction of the Committee to the Committee.

Section 4. All actions of the Committee shall be reported to the Graduate Faculty. Each recommended change in regulations shall be submitted to the Graduate Faculty which will approve, amend or reject each recommended change, at a regularly scheduled meeting or at a special meeting called upon notice of two class days; and in the case of matters requiring the approval of the Board of Trustees, to the President of the College who shall approve or reject each such action within ten class days after the Graduate Faculty has approved the action and shall report his approval or rejection to the Graduate Faculty at the next regularly scheduled meeting; except that the Committee alone may approve changes in 500 level or higher course numbers and descriptions after consultation with the Registrar of the College, and waive degree requirements in extra-ordinary circumstances; except further that whenever the College is not in session the Committee alone may take any action within its jurisdiction; but whenever the Committee acts alone, it shall publish its action or actions to the Graduate Faculty within five class days of the action, or, if the College is not in session, within five class days of the resumption of classes.

ARTICLE V - Amendments

The Graduate Faculty may propose amendments to this Charter at any regularly scheduled meeting, which shall be valid when they have been ratified by the Graduate Faculty at the next regularly scheduled meeting.

ARTICLE VI - Implementation

This Charter will become effective when approved by the Graduate Faculty at a regularly scheduled meeting; except that those provisions which were stated or implied when the Committee was established by the Faculty in September, 1965, shall be assumed to have been operative since that date.

APPENDIX K

TEACHER'S RETIREMENT SYSTEM

I. RETIREMENT BENEFITS

The retirement allowance consists of two parts: namely, an annuity and a pension. The annuity is basically a return of the faculty member's accumulated contributions plus interest in monthly installments for life. The pension is the State's share of the faculty member's retirement allowance and is based upon his total service credit and factors fixed by statute as applied to his average final compensation. Average final compensation is the average of the three highest years of salary.

The State guarantees that the faculty member's total maximum retirement allowance will equal 1/55 of average final compensation for each year of creditable service. A simple method for arriving at the approximate maximum retirement allowance without optional benefit is as follows:

$$\frac{\text{Years of creditable service}}{55} \times \text{Average final Compensation} = \text{Maximum Annual Allowance}$$

Example:

A county teacher, a man with 39 years of creditable service, retired at age 64, with an average final compensation of $12,703. His annual retirement was calculated as follows:

$$\frac{39}{55} \times 12{,}703 = \$9{,}007.58$$

This member would be eligible to receive a regular retirement allowance of $9,007.58 per annum (paid in twelve monthly installments for the remainder of his life with benefits ceasing at his death.)

However, he could elect to receive a modified allowance under one of four options which provide for continued payment for the member's beneficiary after his death. Information on these options may be obtained from the Personnel Office at the College.

In addition, the plan provides adjustments to the basic retirement allowance of a retiree or beneficiary predicated upon increases in the Consumer Price Index.

II. CONTRIBUTION OF FACULTY MEMBER

As stated above, retirement benefits accrue both from the contribution of the faculty member and from State participation. The faculty member contributes at the rate of 5% of his salary per year and the contribution is deducted from his salary over 20 pay periods per year. If the faculty member terminates his service without retiring, his accumulated contributions, with 4% interest earned, are refundable to him.

III. VESTING

The retirement plan provides for vesting of the member's share of the State's pension reserve, as well as his own contributions and interest, after 5 years of creditable service in Maryland, should the faculty member leave his teaching position in Maryland. A deferred retirement allowance, based on the vested credit will be paid to the ex-member, beginning at age 60. This allowance would be 1/55 of average final compensation for each year of credit.

IV. DEATH BENEFIT

Should a member, who is not eligible to retire, die in active service, there is paid to his beneficiary, or to his estate, his accumulated contributions, with interest and, if the member had had one or more years of creditable service, there is paid, in addition, a lump sum equal to his current full year's salary.

V. AGE OF RETIREMENT

a. The faculty member, upon reaching the age of 70 is subject to compulsory retirement beginning the first month following the month in which he reaches 70, except that with approval, he may remain in service until the end of the school year.

b. A faculty member may retire with full benefits after 30 years of service, regardless of age or at age 60 or over regardless of the number of years of service.

c. A faculty member may retire after twenty-five years of service, regardless of age, with an actuarial penalty.

FOR MORE DETAILED INFORMATION ON THE RETIREMENT PLAN AND TAX-SHELTERED ANNUITIES, FACULTY MEMBERS SHOULD CONTACT THE PERSONNEL OFFICER.

APPENDIX L

MEDICAL DEDUCTIONS

THE AMOUNT BELOW IS DEDUCTED FROM 24 PAY PERIODS

Type of Coverage	Plan I	Plan II	Health Maintenance Program **
Employee Only	$1.53	$2.62	$4.61
Employee and Children	$3.77	$6.79	
Employee and Spouse	$4.51	$8.39	
Employee, Spouse and Children	$4.84	$9.25	$16.78
Employee with Medicare Supplemental Program	-0-	Not applicable*	
Employee under 65 and Spouse with Medicare Supplemental Program	$2.28	$3.92	
Employee under 65 and Spouse with Medicare Supplemental Program and Children	$4.32	$7.62	
Employee with Medicare Supplemental Program and Spouse under 65	$3.34	$6.13	
Employee with Medicare Supplemental Program and Children	$2.60	$4.53	
Employee and Spouse with Medicare Supplemental Program and Children	$3.15	$5.36	
Employee with Medicare Supplemental Program, Spouse under 65 and Children	$4.32	$7.62	
Employee and Spouse both with Medicare Supplemental Program	$1.11	Not applicable*	

*Not applicable because of coverage already provided under Medicare and Medicare Supplemental Program included in Plan I. The Medicare Supplemental Program was formerly known as Blue Cross-Blue Shield 65.

**The Health Maintenance Program provides only "Individual" or "Family" coverage. This program is NOT available to those eligible for Medicare.

APPENDIX M

HOW YOUR SERIES E SAVINGS BONDS GROW

Save Each Week	And you will have*				Save Each Month	And you will have*			
	1 yr.	3 yrs.	5 yrs. 10 mos.	15 yrs. 10 mos.		1 yr.	3 yrs.	5 yrs. 10 mos.	15 yrs. 10 mos.
$1.25	$ 66	$ 205	$ 429	$1,539	$ 3.75	$ 45	$ 142	$ 296	$ 1,060
2.50	131	412	861	3,088	6.25	76	237	494	1,771
3.75	197	618	1,295	4,638	7.50	91	284	595	2,128
5.00	263	825	1,725	6,185	12.50	151	474	993	3,548
6.25	328	1,031	2,160	7,737	18.75	228	714	1,493	5,342
7.50	395	1,237	2,592	9,285	25.00	303	951	1,986	7,113
12.50	657	2,063	4,321	15,483	37.50	455	1,428	2,985	10,684
18.75	987	3,095	6,486	23,234	56.25	683	2,142	4,478	16,025
					75.00	910	2,856	5,970	21,367

*Assuming continuation of 5% interest rate in extension period

SIGN UP - OR STEP UP YOUR PRESENT PAYROLL SAVINGS ALLOTMENT

SBD-899

*U.S. Government Printing Office: 1970 O - 371-914

APPENDIX N

BOARD OF TRUSTEES OF THE STATE COLLEGES

PROCEDURES FOR PROCESSING SPECIAL GRANT PROJECTS

(N.B.: In addition to these procedures, which are prescribed by the Board of Trustees, the College requires that all grant proposals be developed in consultation with, and be submitted in behalf of the College by, the Vice President for Development and Public Relations.)

The procedures as indicated below henceforth will govern the processing of grants or funds received by the State Colleges to support college-conducted activities that are not a part of the approved Operating Budget.

A. Procedure to follow when the college initially plans to request a grant or funds for a project or activity which has academic program implications (i.e., initiation of new programs, expansion of an existing program, etc.)

1. The president of the college will submit a letter to the Executive Director informing him of the college's intent to apply for a grant or funds. The following documentation will be included with the letter:

a. Reference to the specific governmental act or grantor's policy governing awarding of grants (i.e., grantor's funds only involved; matching State funds involved; or combination of the above involved).

b. One copy of the proposal synopsis which the college plans to submit to the grantor. (The following minimal information should be contained in the synopsis: purpose; duration of grant; number of personnel involved; facilities to be utilized; other pertinent data as appropriate.)

c. One copy of the proposed budget which the college plans to submit to the grantor to support the project.

2. This office will forward the proposal to the appropriate standing committee of the Board of Trustees.

3. The College will be notified of the committee's decision and, if the decision is favorable, the college will then be authorized to proceed with the formal application.

B. In numerous instances, the college may wish to request a grant or funds for a project or activity which has no academic program implications. In such instances, the procedures as outlined in Section A above do not apply and the college will then be governed by the procedures as outlined in Section C below.

C. Procedure to follow prior to the college receiving a grant or gift regardless of whether or not the grant or gift is used to fund a project or activity falling under the purview of Section A or of Section B above:

1. The president of the college will submit a letter to the Executive Director requesting the Governor's approval to accept the grant or gift. (Approval of the Governor must be obtained for the College to accept any funds which have not been appropriated in the approved budget of the college.) The following documentation will be included with the letter:

    a. Reference to the specific governmental act or grantor's policy governing awarding of grants (i.e., grantor's funds only involved; matching State funds involved; or combination of the above involved).

    b. Five copies of the program as approved by the grantor concerned.

    c. Five copies of the budget as approved by the grantor concerned.

    d. Five copies of the letter from the grantor informing the college of the grant or gift.

2. This office will forward the request to the Governor for his approval.

3. The college will be notified of the Governor's decision and, if the decision is favorable, the college will then be authorized to accept the grant or gift.

4. Within one week of the college having been notified that the Governor has approved the college's accepting the grant or gift, the college will submit a budget amendment amending the grant or gift funds only if said funds are to be expended within the Operating Budget. No budget amendment is required if the grant or gift funds are not to be expended within the Operating Budget.

5. Separate accounting records are to be established for each grant to account for expenditures authorized by the grant budget.

D. The criteria for determining whether the grant or gift funds should be deposited to a Federal Fund or to a Special Fund account is as follows:

1. The Contract:

   a. If the contract is made directly between the college and an agency of the Federal Government, it is a Federal project and the funds received by the college would be deposited to a Federal Fund account.

   b. If the contract is made between the college and persons or an agency other than the Federal Government, even though the agency with whom the contract is made is using Federal money to support the contract obligation, the funds received by the college would be deposited to a Special Fund account. (For example, in the event of a contract being signed between the Baltimore City Public Schools and a State College for that college to conduct a project such as "Head Start", the funds allocated by Baltimore City would be considered by the college as Special Funds even though the City is using Federal Funds to support the project.)

2. The Check Source:

   a. If a check, made payable to the college for a project, is drawn on the Federal Government, it would be deposited to a Federal Fund account.

   b. Checks not drawn on the Federal Government would be deposited to a Special Fund account.

APPENDIX O

Bulk Mail Permit

The College has obtained a third-class bulk mailing permit. The following rules will apply to the mailing of third-class mail by all faculty and staff members.

All third-class mail which qualifies to be mailed under the provisions of the bulk mailing permit must be so mailed, unless an exception is granted by the Director of Business and Financial Affairs:

(1) There must be at least 200 pieces in each mailing which is mailed under the permit. The permit provides for a far cheaper cost per piece.

(2) Each piece mailed under the permit must be third-class, not first-class mail. Third-class mail is mail which is not individually addressed on the face of the item which is put in the envelope, for instance, it begins Dear Customer or Dear Alumnus, etc. It cannot be individually typewritten or handwritten.

(3) Each piece must be zip coded.

(4) Pieces must be given to the mail room in zip code order. If possible, they should be sorted by zip code according to rules available from the mail clerk.

(5) Each piece may weigh up to, but not including, 16 ounces.

(6) Each mailing must be accompanied by a complete post office Form 3602-PC. These forms will be completed by the mail room.

There are three ways that mail may be mailed under this permit: (1) The postage meter in the mail room may be used and set at 1.8¢ per piece, (2) The College may purchase precanceled envelopes with 1.8¢ postage on each or, (3) The College may use envelopes with a mailing permit printed on them but no postage printed on them. If this third way is used the College will pay the postage at the post office when the bulk mailing is brought in.

APPENDIX P

QUALIFICATIONS TO REGISTER TO VOTE IN THE STATE OF MARYLAND

I. General Qualifications

In order to register generally for all elections in the state of Maryland you must be: (1) United States citizen (2) eighteen years of age (3) a six-month resident of the state of Maryland. There is no residency requirement concerning county or legislative district other than a one-day period.

II. Qualifications to vote in the Presidential election only

Even though you do not meet the qualifications above you may vote in the Presidential election only if you meet the age and citizenship requirement and have resided in the ward or election district where you vote for at least thirty days prior to the date of the Presidential election. These special qualifications for the Presidential election only are found in the Maryland Annotated Code, Article 33, Section 28-1. If you attempt to register and the registrars are not familiar with these qualifications, you should cite section 28-1.

III. Place of registration

The Allegany County Election Board is located in the Court House in Cumberland, Maryland. Their telephone number is 722-8450. They are open from 8:30 a.m. to 4:00 p.m. In general you must register 35 days prior to an election.

IV. Absentee voting

Even if you do not meet the qualifications to register for all elections in the state of Maryland or the lesser qualifications to vote in the Presidential election only, you should check to see whether you are qualified to vote in the state from which you came under an absentee voting procedure.

V. College Assistance

Persons needing assistance or information concerning voter registration should contact the Assistant to the President.